



CASTLE COLLECTION

CONFIDENTIAL

DATA SUBJECT ACCESS REQUEST FORM

The information you supply in this form will only be used for the purposes of identifying the personal data you wish to access or obtain from Findlater Hotels Limited ("Findlater Hotels Limited", "Castle Collection", "The Castle Hotel", "Ballina Manor Hotel", "Fishers Hotel", "Atholl Palace", "Atholl Lodges", "The Beaches Hotel", "Scotland's Spa Hotel") or for the purpose to erase or rectify your personal data, and to respond to your request. You are not obliged to complete this form to make a request, but by doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name:

Address:

Contact telephone number:

Email address:

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject. I enclose proof of my identity (see below). Please go to Section 4.

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). Please go to Section 3.

To ensure we are providing, erasing or rectifying data of the right person, we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send originals) of the following:

1) Proof of identify

Passport, photo driver's license, national identity card, birth certificate

2) Proof of address

Utility bill, bank statement, credit card statement (no more than 3 months old), current driver's license

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.



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SECTION 3: Details of the data subject (if different from Section 1)

Full name:

Address:

Contact telephone number:

Email address:

SECTION 4: Reason for subject access request

Please tick the relevant box and then go to the relevant section (section 5, 6 or 7)

Subject access request to access and obtain personal data (Section 5)

Subject access request to erase personal data (Section 6)

Subject access request to rectify personal data (Section 7)

SECTION 5: Reason for access to data

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. account number, area(s) of the organisation you have corresponded with/the types of applications you may have made, the relevant period of time or timelines involved, any reference numbers relating to your contact with us in the past, etc).



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SECTION 6: Reason for erasure request

Given the sensitive nature of erasing personal data, GDPR Article 17(1) requires certain conditions to be met before a request may be considered. Please supply us with the reason you wish your data to be erased. Please attach any supporting, justifying documentation to this request.

Please tick the appropriate box.

- You feel your personal data is no longer necessary for the purposes for which we originally collected it.
- You no longer consent to our processing of your personal data.
- You object to our processing of your personal data as is your right under Article 21 of the GDPR.
- You feel your personal data has been unlawfully processed.
- You feel we are subject to a legal obligation of the EU or Member State that requires the erasure of your personal data.
- You are a child, you represent a child, or you were a child at the time of the data processing and you feel your personal data was used to offer you promotional offers and incentives to book accommodation.

Please describe the information you wish to erase. Please provide any relevant details you believe will help us to identify the information.

Please note that in certain circumstances, where erasure would adversely affect the freedom of expression, contradict a legal obligation, act against the public interest in the area of public health, act against the public interest of scientific or historical research, or prohibit the establishment of a legal defence or exercise of other legal claims, we may not be able to erase the information you requested in accordance with article 17(3) of the GDPR. In such cases you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to erase the personal data you request, we nevertheless reserve the right, in accordance with Article 12(5) of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with the erasure of your personal data if suitable.



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SECTION 7: What information do you wish to rectify?

Please describe the information you believe to be inaccurate and wish to rectify. Please provide any relevant details you believe will help us to identify the information.

SECTION 8: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Findlater Hotels Limited is true. I understand that it is necessary for Findlater Hotels Limited to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed: _____

Date: _____

Please remember to check that you have:

- | | |
|---|--------|
| 1. Completed the Data Request form in full | YES/NO |
| 2. Signed and dated the Declaration (Section 8) | YES/NO |
| 3. Provided us with sufficient details to locate your personal data | YES/NO |
| 4. Provided adequate Proof of Identity (Section 2) | YES/NO |

Please return the completed form by post to:

Data Protection Lead
Findlater Hotels Limited
3-4 Gardiner Row
Dublin 1
D01R640
Ireland

Or by e-mail to: gdpr@castlecollection.com