

SUBJECT REQUEST ACCESS (SAR) FORM

As per General Data Protection Regulation (EU) 2016/679 Private Individuals (Data Subjects) have the right to obtain a copy of their personal data as well as other supplementary information so us to understand how and why the Hotel is using their data, and check if this is done lawfully. Private Individuals can complete yhis Subject Access Request Form and send it through email to dpo@belvederehotels.net, or through postal mail to the Attention of the Data Protection Officer of Royal & Imperial Belvedere Hotels Hersonissos, Crete, P.C. 70014, Greece

A. DATA SUBJECT INFORMATION

SURNAME _____

NAME _____

DATE OF BIRTH _____

ADDRESS _____

COUNTY _____

ZIP CODE _____

CEL NUMBER _____

PHONE _____

EMAIL : _____

B. DATA SUBJECT VERIFICATION

In order for the Hotel to respond promptly to your SAR within the abovementioned time limit you should submit the SAR using the form of Belvedere Hotels, and provide the Hotel with sufficient information to validate your identity and to ensure that you are entitled to receive the personal data concerning you or somebody else. (If you are not the data subject, written confirmation that you are authorized to act on behalf of the data subject is required).

C. REQUESTED INFORMATION

C.1 Know if Belvedere Hotels hold any personal data about you

C.2 Receive a Copy of your Personal Information

C.3. Receive additional information regarding:

C3.1. The purpose of data processing

C.3.2 Data Processing Categories

C.3.3. Data Processing Recipients

C.3.4. Data Retention Period

C.3.5. Data Subject Rights

C.3.6 Data Sub-Processors

C.3.7 Automated Data Processing and potential impact for the data subject

C.3.8. Something Else (Please Describe)

D. SUBJECT ACCESS REQUEST DISCLAIMER

I hereby verify that all information I have provided are true and accurate and I as a data subject i am entitled to receive the information i have requested by using this form. I fully understand and give my consent to Belvedere Hotels to verify my information.

In order for the Hotel to respond promptly to my SAR within the time limit of 30 calendar days I have to provide to the Hotel sufficient information to validate my identity and to ensure that you are entitled to receive the personal data concerning you or somebody else I also understand that If am not the data subject, i need to submit written confirmation that you are authorized to act on behalf of the data subject

I understand that the Hotel reserves the right not to reply to a SAR in cases where the resources required to identify you and retrieve your data are excessively difficult or time-consuming.

Applicant

NAME _____

SURNAME _____

ID/PASSPORT No _____

ADDRESS _____

PHONE _____

EMAIL _____

MOB. PHONE _____

(Signature) _____

Date:20.....

FOR INTERNAL USE ONLY

APPLICATION NO _____

RECEIVED BY _____ RECEIVED (DATE) _____

SAR RESULT _____ SAR CLOSING ATE _____

_____ SAR CLOSED BY _____

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