



The Right of Rectification & Correction Form

DATA CORRECTION/UPDATE REQUEST FORM

You have the right to correct and update any personal information about you that is inaccurate. We ask that you complete this form so we can determine the details of your request and, where applicable, implement your request.

If your request is valid, we will correct and update the information requested.

Please also provide any documentation you have to prove that the information you wish to update needs to be updated or corrected.

Send the completed form and proof of identity (by way of proof of your name and your address) to:

DPO@amarishospitality.com

OR

Data Protection Officer
Amaris Hospitality
Turnberry House, 175 West George Street, Glasgow, Scotland, G2 2LB

Agent of the requestor: Please note that you must provide your own contact details and you must provide proof of your entitlement to act on the data subject's behalf

Please complete as much of the following information as you can:	
Full name of the data subject:	(Title) (First) (Surname)
Present Address:	
Street	
Town	
County	
Postcode	
Other contact details:	

Telephone No	
email	
Mobile	
If applicable; Current/last post held in Hotel	
Department	
Office Location	
Your employee no. (if any)	
If applicable: Dates of Staying in Hotel	
Any other relevant information:	

Details of the Agent or Requester (if any)	
Name:	
Address:	
Phone Number:	
Email Address	
Proof of entitlement to act (enclose authorisation)	

Category of personal information	Personal Information Currently on File	Corrected Personal Information

We will make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation, but please note that this time may be extended to 3 months, when necessary, taking into account the complexity and number of requests.

Signature

Date
