

FORM NO. 1a

ACCESS REQUEST FORM

As described in the IHF Code of Conduct, you have the right to access and receive a copy of the personal information we hold about you. We ask that you complete this form so we can determine the details of your request, and respond to and implement your request as quickly as possible.

This process will provide you with the personal information we hold about you, and information relating to you, in manual or electronic form. Information relating to third parties or other information exempt under applicable law(s) will not be provided.

Please complete your details below and sign where indicated. Send the completed form and proof of identity (by way of proof of your name and your address) to Reception at the Carraig Hotel.

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 data subject:

Present Address:

Street:

Town:

County:

Postcode:

Other contact details:

Telephone N.

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:

Dates of visits to Hotel:

Any other relevant information:

Details of the Agent or Requestor (if any)

Name:

Address

Phone Number:

Email Address

Proof of entitlement to act (enclose authorisation)

Details regarding what information you are looking for. The more details you can give to us, the better we will be able to respond to you.

Hard copy files (Please specify department and location if known):

Search Criteria (i.e. name, key word, date):

Connection to file (i.e. employee/ partner/staff/ client/ supplier):

Electronic Data (please specify system, if known):

Any other filing system:

Search Criteria:

Any other information you feel might assist us in responding to your request:

We promise to 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 _____