



DATA SUBJECT ACCESS REQUEST (SAR) FORM

For more information and queries about the use of this form please contact any one of the following members of the Data Protection Committee at Indigo Hotels on +(230) 202 4000 or by email at dpo@indigohotels.com.

INTRODUCTION

Article 15 of the EU General Data Protection Regulation (“**GDPR**”) and Section 37 of the Data Protection Act 2017 (“**DPA**”) grant you the right to access your personal data held by Indigo Hotels. It includes the right to obtain confirmation that we process your personal data, to receive certain information about the processing of your personal data, and to obtain a copy of the personal data we process. We require that you submit this request to us in writing to the DPC as indicated above. In line with the GDPR and the DPA, we expect to respond to your request within 1 month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

- Request rectification or erasure of your personal data;
- Restrict to processing;
- Be notified of rectification/erasure of personal data or restriction of processing;
- Data portability;
- Object to certain types of data processing;
- Object to automated decision making; and
- Make a complaint with the local data protection authority.

For more information on your rights under the GDPR and the DPA, see our Website Privacy Notice, which is available at <https://www.indigohotels.com/cookie-privacy-policy.html>.



1 DATA SUBJECT DETAILS

Please provide your contact information in the space provided below. If you are making this request on behalf of someone, you should provide your name and contact information in Section 4 below.

Please note, we will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>
Surname:			
Forename(s):			
Date of birth:			
Current address:			
Telephone number:			
Home			
Work			
Mobile			
Email address:			
Details of identification provided to confirm name of data subject:			
Details of data requested:			



2 PROOF OF IDENTITY

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth and current address. We accept a photocopy or a scanned image of one of the following:

- Valid Passport
- Valid Identity Card
- Valid Driving Licence
- Birth Certificate along with some other proof of address e.g. a named utility bill (no longer than 3 months old)

If you have changed your name, please provide the relevant documents evidencing the change.

Please note, we may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

If you do not have any of these forms of identification available, please contact our Data Protection Committee on as mentioned above for advice on other acceptable forms of identification.

3 DETAILS OF PERSON REQUESTING INFORMATION (IF NOT THE DATA SUBJECT)

Are you acting on behalf of the data subject with their <i>written</i> or other legal authority?		Yes <input type="checkbox"/>		
		No <input type="checkbox"/>		
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)				
Please enclose proof that you are legally authorised to obtain this information.				
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Surname:				
First name(s):				
Current address:				
Date of birth:				
Telephone number:				
Home				
Work				
Mobile				
Email address:				

As proof of your legal authority to act on the data subject's behalf, we will accept a copy of one of the following:

- A written consent signed by the data subject
- A certified copy of a Power of Attorney
- Evidence of parental responsibility

4 FEE

We reserve the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee is based on the administrative cost of providing the information.



5 DECLARATION

I,, the undersigned and the person identified in (2) above, hereby request that Tropical Paradise Co Ltd provide me with the data about me identified above.

Signature :

Date :

OR

I,, the undersigned and the person identified in (4) above, hereby request that Tropical Paradise Co Ltd provide me with the data about the data subject identified in (2) above.

Signature :

Date :

This form must be forwarded to our Data Protection Committee at at Indigo Hotels, PO Box 91, Caudan Waterfront, Port Louis, Mauritius or by email at dpo@indigohotels.com.