

# THE DOYLE COLLECTION

LONDON • DUBLIN • WASHINGTON DC • CORK • BRISTOL

## FORM NO. 2a

### DATA CORRECTION/UPDATE REQUEST FORM

As described in our Privacy Notice, 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 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 [data\\_protection@doylecollection.com](mailto:data_protection@doylecollection.com)

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

Agents 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 requestor's behalf.

Please complete as much of the following information as you can:	
Full name of data subject:	(Title) (First) (Surname)
<b>Present Address:</b>	
Street	
Town	
County	
Postcode	
<b>Other contact details:</b>	
Telephone No.	
e-mail	
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/Health Center/Gym etc.	
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)	

# THE DOYLE COLLECTION

LONDON • DUBLIN • WASHINGTON DC • CORK • BRISTOL

Category of personal information	Personal Information Currently on File	Corrected Personal Information
e.g. Name, Address		

Signed: \_\_\_\_\_

Date: \_\_\_\_\_