



DPG19 Data Portability Request PORTABILITY REQUEST FORM

Where we use your personal information to fulfil our contractual obligations to you, or where you have consented to our use of your personal information, you have the right to 'port' any such personal information you provide to us. This means you have the right to receive a copy of it in a machine-readable format and to have it transmitted to another company. We ask that you complete this form, so we can determine the details of your request and implement your request.

This process will provide you with certain personal information that you have provided to us in a format that can be read electronically, and, if you wish this, can be sent to another data controller.

Please complete your details below and sign where indicated. Send the completed form and proof of identity (by way of proof of your name, postal address and email address) to: GDPR Requests, The Forster Court Hotel, Forster Street, Galway, Ireland.

SECTION 1: Details of the person requesting information.

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject. I enclose proof of my identity (see below).

(please go to section 4)

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).

(please go to section 3)

To ensure we are deleting data relating to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) Proof of Identity Passport, photo driving licence, national identity card, birth certificate.



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2) Proof of Address Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3 Details of the data subject (if different from section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

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.

SECTION 4

Please complete as much of the following information as you can

To help us to respond to your request as quickly as possible, please provide as much detail as possible regarding the personal information you seek. If you wish to 'port' all applicable personal information, please write 'all' below	Names and contact details of companies to which that data should be transmitted.
e.g. all information I have uploaded to the website; payment details; or billing and delivery addresses.	

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 _____

DPG19 - Data Portability Request	The Forster Court Hotel	Doc Revision: 1.0.1
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