



## Sarova Hotels - Subject Access Request

### 1. Who is making the data request?

<b>Full Name</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Telephone Number</b>	

### 2. Are you the Data Subject?

<b>YES</b>	Please provide 2 copies of separate proofs of identity (e.g. utility bill, driving licence, passport, etc.). <i>Note</i> please <b>do not</b> send originals as we cannot vouch for their safekeeping or safe return
<b>NO</b>	Please provide a copy of the data subject's written authority, describe your relationship with the data subject and the reason for requesting data on their behalf

### 3. Data Subject's Details (if different to 1. above)

<b>Full Name</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Telephone Number</b>	



**4. What is data subject's relationship with Sarova Hotels (e.g. customer, employee, mailing list subscriber, spa member, etc.)**

*Note*

If employee then please provide employee number

If spa member please provide membership number

If Sarova Select member please provide membership number

**5. Is there any additional information about this Subject Access Request which may help us in providing you with the information you require?**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Please forward the signed and completed form with identification documents to [privacy@sarova.com](mailto:privacy@sarova.com) or by post to:

**Subject Access Request  
Sarova Hotels  
11 Thurloe Place  
London  
SW7 2RS**