

## **REQUEST FOR INFORMATION NOTICE**

This **Request for Information Notice** describes how you can submit a request to York Hotel to request for information on what Personal Data of yours York Hotel has and how York Hotel has used and disclosed your Personal Data within the last one year before the date of your request. Observing the forms and steps described in this Notice will greatly facilitate and assist us in responding to your requests expediently.

### **SUBMITTING A REQUEST FOR INFORMATION**

To submit a request for information on what Personal Data of your York Hotel has and how York Hotel has used and shared your Personal Data within the last one year before the date of your request, please download the form and send it to the Data Protection Officer by e-mail or post to:

**Email address:**

[feedback.dataprotection@yorkhotel.com.sg](mailto:feedback.dataprotection@yorkhotel.com.sg)

**Mailing address:**

Data Protection Officer  
York Hotel Singapore  
21 Mount Elizabeth Singapore 228516

If you are sending your feedback by post, please attention your correspondence to the 'Data Protection Officer'.

York Hotel may charge a reasonable fee to cover the administrative costs of responding to your request for information, such as any printing or postage costs and any costs that York Hotel specifically incurs in order to retrieve the relevant information to respond to your requests. York Hotel will inform you on the reasonable fee to be paid upon our receipt of your request for information.

Please make payment of the reasonable fee by cheque made payable to 'York Hotel Pte Ltd' and send it to the above mailing address, attention to the Data Protection Office. Please enclose a copy of your form with the cheque so that we will know that the cheque is payment for your request for information. Please note that cash is not an acceptable mode of payment of the administrative fee.

Once we receive the payment of the administrative fee, we will respond to your request for information within 30 days from the date of our receipt of payment of the administrative fee. In certain circumstance, we may require more time to respond to your request for information. If this is so, we will contact you within 30 days from the date of our receipt of payment of the administrative fee and inform you of our estimated time of our response.

If we require more information from you in order to respond to your request, we will contact you within 30 days from the day of receipt of payment of the administrative fee to obtain the necessary information. York Hotel will use our reasonable endeavours to your respond to your request by the reasonably soonest time.

If you have any queries concerning our Request for Information Notice, please contact the Data Protection Officer whose contact details are set out above.

**PERSONAL PARTICULARS**

Name: \_\_\_\_\_

Contact number : \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

**SCOPE OF REQUEST**

Please indicate the scope of you request for information:

- I would like to know what Personal Data of mine, as described below that York Hotel has (please specify clearly and in detail the Personal Data requested, including further information, if any, such as the particular incident or transaction in association with it, the circumstance under which the Personal Data was collected or held, etc., to facilitate our response to your request).
- I would like to know how York Hotel has used and disclosed my Personal Data in the last one year before the date of my request.

To assist us in responding to your request, please let us have the following information:

Date around which or period within which the requested Personal Data was collected (if known):

\_\_\_\_\_

The name of the York Hotel staff member who collected the requested Personal Data (if known):

\_\_\_\_\_

Please indicate your relationship with York Hotel:

- I am an employee, representative, agent or officer of one of York Hotel's vendors / service providers / business partners. My company is \_\_\_\_\_(please insert name of company)
- I was a guest of York Hotel on \_\_\_\_\_ (please insert date(s) of stay or patronage at York Hotel)
- I previously applied for employment with York Hotel in \_\_\_\_\_ (please specify year and month, if possible) / I was employed by York Hotel from \_\_\_\_\_ (please specify time period of employment)
- Others: \_\_\_\_\_

Date of Request:\_\_\_\_\_