

WITHDRAWAL OF CONSENT

York Hotel respects the protection of the Personal Data of individuals and also appreciate that you have the right under the **Singapore Personal Data Protection Act (2012)** and may have reasons for wanting to withdraw consent to us using, disclosing and processing your Personal Data. **“Personal Data”** means data that can identify an individual.

This **Withdrawal of Consent Notice** describes how you can inform us of your withdrawal of consent to us using, disclosing and processing your Personal Data. Observing the steps and using the prescribed form as described in this Notice will greatly facilitate and assist us in responding to your request expediently.

WITHDRAWING YOUR CONSENT

You may withdraw your consent to York Hotel using, disclosing and processing your Personal Data for a particular purpose(s) at any time. The purpose for which York Hotel uses, discloses and processes your Personal Data are set out in our **Personal Data Policy** - <http://www.yorkhotel.com.sg/privacy-statement.html>. Some of the purposes for which York Hotel uses and shares your information are necessary for York Hotel supplying goods or services to you. Other purposes are optional to York Hotel supplying goods or services to you. You may withdraw your consent to purposes that are optional without withdrawing consent for necessary purposes. For instance, you may withdraw consent to York Hotel using and sharing your Personal Data for supplying goods or services to you or responding to your specific request for information on our goods or services.

York Hotel will respect your decision to withdraw consent. Should you choose to withdraw consent to York Hotel using, disclosing and processing your Personal Data for purpose necessary to York Hotel supplying goods or services to you, York Hotel will respect your decision and will stop using, disclosing and processing your Personal Data. However, please understand that your withdrawal of consent for purposes necessary to York Hotel supplying goods or services to you may carry legal or practical consequences, which will continue to apply.

To notify us that you wish to withdraw your consent to York Hotel using and sharing your Personal Data for a particular purpose (s), please download the [form](#) and send it to the Data Protection Officer by email or post to:

Email address:

feedback_dataprotection@yorkhotel.com.sg

Mailing address:

Data Protection Officer
York Hotel Singapore
21 Mount Elizabeth, Singapore 228516

Upon receiving your notice of consent to withdrawal, we will contact you within 7 business working days to acknowledge receipt of your withdrawal notice and within 30 days to inform you on the likely consequences of your withdrawal of consent to York Hotel using and sharing your Personal Data. York Hotel will cease to use and share your Personal Data within 30 days after our acknowledgment of receipt of your withdrawal notice. York Hotel's agents and data intermediaries (organisations who process Personal Data for and on behalf of York Hotel under a written agreement) to stop using and sharing your Personal Data.

Should we require more information from you in order to respond to your request. If we require more information from you in order to respond to your request for withdrawal of consent, we will contact you within 30- days from the acknowledgment of receipt of your withdrawal notice to obtain the necessary information from you.

PREFERRED MODE OF RESPONSE

Please indicate your preferred mode of communication:

- ☐ via Registered mail / normal mail as per the mailing address indicated
- ☐ via the email address given

ADMINISTRATIVE FEE

We will contact you through your preferred mode of communication to inform you regarding the administrative fee that we will charge you for responding to your request. The administrative fee is to cover the administrative costs incurred during the process of responding to your request for information, such as printing and postage costs.

Kindly make cheque payable to "York Hotel Pte Ltd" within 14 days from our notification to you and mail to:

Mailing address:

Data Protection Officer
York Hotel Singapore
21 Mount Elizabeth, Singapore 228516

You are required to attach a copy of the completed form along with the cheque for verification purposes. Kindly note that cash is not an acceptable mode of payment.

Name: _____

Contact number: _____

Email address: _____

Name of organisation that you are working for _____
(applicable for vendors, business partners and customers of York Hotel).

I hereby give my consent for the Notice of Withdrawal to York Hotel's use, disclosing and processing of my Personal Data for the following purpose*(s):

☐ To communicate with me concerning email alerts regarding York Hotel's products and services and / or the Goodwood Group of Hotel's products and services

☐ To communicate with me concerning any changes or updates to York Hotel's policies

☐ To communicate with me concerning events organised by York Hotel

☐ Others: _____

**Please select the relevant purpose(s) as applicable. If you opted for 'others', please indicate the purpose(s) in order for us to respond to your request expediently.*

I hereby acknowledge that depending on the purpose(s) for which I am withdrawing my consent to York Hotel's use, disclosure and processing of my Personal Data, my withdrawal may affect York Hotel's provision or supply of goods and services to me or the organisation for whom I am working for (where applicable) in future and may carry legal or practical consequences, which will continue to apply.

I also acknowledge that the withdrawal of my consent will not take effect immediately and there will be a period of 30 days from the date of York Hotel's acknowledgement of receipt of this Notice before the hotel stops the use of my Personal Data.

Please note that upon your withdrawal of consent, York Hotel will continue to retain your Personal Data for business and legal purposes in accordance with applicable legislation, including the Singapore Personal Data Protection Act (2012).

Signature and Date