

## PERSONAL DATA ACCESS REQUEST FORM – EXERCISE OF RIGHTS

## 1. Applicant details

Full n	ame*:					
Custo	omer*:					
Othe	r capacity*:					
Address	Street:				Number:	
	Zip Code:	City:	Count	ry:		
e-ma	il*:					
Contact telephone number¹:					Fax:	
Full n	2. Authorized Rep	resentative details				
Address	Street:				Number:	
	Zip Code:	City:	Count	ountry:		
e-ma	il:		i			
Conta	act telephone number:		Fax:			
Attached documents <sup>3</sup> : 1) Authorization						
	2) Oth	er Proof of Representation				

 $<sup>^{1}</sup>$  The contact telephone number is filled in, so that "ZEUS HOTELS" can contact the applicant if necessary, for the submission of any additional evidence relating to the verification of its data or to the satisfaction of the relevant request.

<sup>&</sup>lt;sup>2</sup> In the case of representation by a third party, the authorization document shall be submitted with a certificate stating the authenticity of the signature of the authorizing person - applicant.

<sup>&</sup>lt;sup>3</sup> For the submission of the request, the identification of the applicant is mandatory. The contact telephone number is filled in, so that "ZEUS HOTELS" can contact the applicant if necessary, for the submission of any additional evidence relating to the verification of its data or to the satisfaction of the relevant request.

Right of access to personal data Right to rectification of personal data Right to erasure of personal data («right to be forgotten») Right to restriction of data processing Right to data portability Right to object to data processing Right to object to automated individual decision-making, including profiling Right of specific legislation on protection of data in electronic communications 4. Request description <sup>5</sup> 5. Terms of completion 1. Please fill in all of the above fields after you have read carefully the relevant explanatory notes. 2. You can submit the personal data access request form in the following ways: a. By email, at: eleni.drakoulakou@zeushotels.gr **b.** By post to the head office of the Data Protection Officer: L. Vyronos 1, 71202 Heraklion Crete. c. At the Hotel's Reception (ZEUS HOTELS), whose personnel will forward your request to the Data Protection Officer. d. By fax at: +30 2810 224 139.

3. Request for exercise of rights <sup>4</sup>

<sup>&</sup>lt;sup>4</sup> The applicant must indicate the right he/she wishes to exercise.

<sup>&</sup>lt;sup>5</sup> Please state your request in detail. If you need further assistance, information about your rights can be found on the website <a href="https://www.zeushotels.gr">www.zeushotels.gr</a>

- 3. "ZEUS HOTELS" will provide a copy of the document(s) containing the applicant's personal data which you specifically ask for, upon submitted request, but for any additional copies "ZEUS HOTELS" retains its right to impose reasonable costs.
- 4. Your above-mentioned data will be processed by "ZEUS HOTELS" only for the satisfaction of your request.
- 5. The exercise of the right to object to the processing of personal data does not entail any charge.
- 6. "ZEUS HOTELS" will make every effort to perform the necessary actions within thirty (30) days from the date of invocation / exercise of your right, unless the work relating to the fulfillment of your request is characterized by particularities and / or complications. In that case, "ZEUS HOTELS" reserves the right to extend the time for the completion of the actions needed. In any case, you will be notified within one month of submitting your request for any extension of the deadline for our response.
- 7. Your application with your data will be retained for five (5) years in our Company's file, subject to prolongation of the relevant period in the event of exercise of legal claims.
- 8. In case you believe that your request for exercise of your right has not been met, you reserve the right to contact the Personal Data Protection Authority.
- 9. For further information about your rights and the General Data Protection Regulation 2016/679 of the European Union that governs them, you can always contact ZEUS HOTELS by phone at +30 2810 398608 and by email at <a href="mailto:eleni.drakoulakou@zeushotels.gr">eleni.drakoulakou@zeushotels.gr</a>.

Place,	Official's details (receiver of the request) $^{\rm 6}$
Date,	
Signature	Signature

I responsibly declare that the above information is accurate and true.

<sup>&</sup>lt;sup>6</sup> Full name and Signature of the official who received the request, after identifying the applicant's details. In case of sending this request either by fax or email, "ZEUS HOTELS" reserves the right to verify the exact details of the applicant.