



DATA SUBJECT ACCESS REQUEST FORM

Pursuant to the Implementing Rules and Regulations (IRR) of Data Privacy Act of 2012, you (the **Data Subject** or the **Authorized Requestor**, if filing on behalf of the Data Subject) are entitled to access and obtain a copy of the personal data that Hann Group of Companies (collectively, the “Company”) maintains about the Data Subject.

This form serves to confirm your identity and facilitate the retrieval of the requested personal data. It may also be used to verify the identity and authority of an individual by submitting a request on behalf of the Data Subject.

Please note that requests will be processed within thirty (30) days from receipt of this form. To ensure proper handling, the Company may require reasonably sufficient personal information or supporting documents to validate your identity and to locate the personal data requested.

A. DETAILS OF THE DATA SUBJECT *(Leave blank if you are requesting for other Data Subject)*

<i>Instructions:</i> 1. Kindly fill-out the details below and enclose an original or copy of any of your Government-issued IDs. 2. If your name is different from the ID presented, please supply a copy of documentary evidence to confirm the change of your name (e.g., marriage certificate, change of name deed, statutory declaration, etc.).			
FULL NAME			
ADDRESS			
EMAIL ADDRESS		CONTACT NUMBER	
RELATIONSHIP WITH THE COMPANY		<input type="checkbox"/> Employee <input type="checkbox"/> Third-party vendors / contractor <input type="checkbox"/> Guest <input type="checkbox"/> Others (Please specify): _____	

B. DETAILS OF THE AUTHORIZED REQUESTOR *(Leave blank if you are requesting for your own personal information)*

<i>Instructions:</i> 1. If you are not the Data Subject, kindly present any of the following documentary evidence to confirm the Data Subject’s authority supporting this request: <input type="checkbox"/> Duly notarized Special Power of Attorney from the Data Subject; or <input type="checkbox"/> Appointment as Receiver or Administrator issued by a competent court 2. Kindly fill-out the details below and enclose an original or copy of any of your Government-issued IDs. 3. If your name is different from the ID presented, please supply a copy of documentary evidence to confirm the change of your name (e.g., marriage certificate, change of name deed, statutory declaration, etc.).			
FULL NAME			
ADDRESS			
EMAIL ADDRESS		CONTACT NUMBER	
RELATIONSHIP WITH THE COMPANY		<input type="checkbox"/> Employee <input type="checkbox"/> Third-party vendors / contractor <input type="checkbox"/> Guest <input type="checkbox"/> Others (Please specify): _____	



C. REQUESTED PERSONAL INFORMATION

Instruction: Please specify in detail the personal information being requested. General description of the information such as “all of my personal data”, may render the request being refused as it may unreasonably locate the requested information to which the request relates to.

Tagubilin: Mangyaring malinaw na tukuyin nang detalyado ang personal na impormasyon na inyong hinihiling. Ang pangkalahatang paglalarawan ng impormasyon gaya ng “lahat ng aking personal na datos” ay maaaring magresulta sa pagtanggap sa inyong kahilingan sapagkat maaari nitong hindi makatwirang matukoy ang tiyak na impormasyong may kinalaman sa inyong kahilingan.

Instruction: Please provide any other vital information such as the case/reference number, name of the Company contact person, date of data collection, and other details to help us locate your information.

Tagubilin: Mangyaring magbigay ng iba pang mahahalagang impormasyon gaya ng case/reference number, pangalan ng kinatawan ng Kumpanya na inyong nakausap, petsa ng pagkolekta ng datos, at iba pang detalye na makatutulong upang mahanap namin ang inyong impormasyon.

D. PREFERRED MANNER OF RECEIVING THE REQUEST

URL: [Implementing Rules and Regulations of the Data Privacy Act of 2012 - National Privacy Commission](#)



<input type="checkbox"/> I would like the requested information to be delivered to the mailing address mentioned above in the form of: <input type="checkbox"/> USB <input type="checkbox"/> CD <input type="checkbox"/> Printed Copy <input type="checkbox"/> Others; please specify: <hr/>	<input type="checkbox"/> I would like the requested information to be sent through a soft copy or scanned copy to my e-mail address in the abovementioned.	<input type="checkbox"/> I would like to receive it personally by hand in the form of: <input type="checkbox"/> USB <input type="checkbox"/> CD <input type="checkbox"/> Printed Copy <input type="checkbox"/> Others; please specify: <hr/>
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If you wish to have your personal data sent to the address being the Authorized Requestor or the Data Subject, please confirm your address by providing a copy of any of the documents listed below. Kindly tick the appropriate box to indicate the document you have enclosed.

Kung nais ninyong maipadala ang inyong personal na datos sa tirahan ng Awtorisadong Humihiling o ng Data Subject, mangyaring kumpirmahin ang inyong tirahan sa pamamagitan ng pagsusumite ng isang (1) kopya ng alinman sa mga dokumentong nakalista sa ibaba.

- Gas, electricity, water, or telephone bill under the Authorized Requestor's/Data Subject's name issued within the last quarter of the current year.
- Council tax statement under the Authorized Requestor's/Data Subject's name for the current financial year
- Bank or credit card statement under the Authorized Requestor's/Data Subject's name issued within the last quarter

Note: The granting of this request is subject to the Company's internal policies and procedures. The request may be denied if it conflicts with internal processes or falls under any of the allowable grounds for denial as provided under the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

If denied, you will be notified in writing with the reason(s). You may contact our Data Privacy Office for further assistance.

E. FORMAL DECLARATION AND CONSENT

In exercising the right granted to me under the **Data Privacy Act of 2012**, I hereby request a copy of the personal data concerning the Data Subject that you process for the purposes I have indicated in this form.

I confirm that this request covers all the personal data I seek access to. I also confirm that I am either the Data Subject or duly authorized to act on their behalf. I acknowledge that it is an offense to unlawfully obtain personal data, such as through impersonation of the Data Subject or their authorized representative. I certify that the information provided in this form is true and accurate. I understand that the Company must verify my/the Data Subject's identity, and that additional details may be required to confirm such identity and/or to locate the relevant information.

By signing this form, I explicitly and unambiguously consent to the collection, processing, and storage of the personal data provided herein for the purpose of fulfilling this access request, consistent with the Company's Privacy Policy.

Signature over Printed Name

Date of Request (MM-DD-YYYY)

*Please send the completed form and enclosures to the Data Privacy Officer at dpo@hannresorts.com with the e-mail subject: **DATA SUBJECT ACCESS REQUEST**.*