



**DATA SUBJECT ERASURE AND CORRECTION REQUEST FORM**

Pursuant to the Implementing Rules and Regulations (IRR) 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 request to erase or correct your 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 a copy of your valid Government-issued ID. 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.).			
<b>FULL NAME</b>			
<b>ADDRESS</b>			
<b>EMAIL ADDRESS</b>		<b>CONTACT NUMBER</b>	
<b>RELATIONSHIP WITH THE COMPANY</b>		<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 <b>any of the following documentary evidence</b> 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 3. Kindly fill-out the details below and enclose a copy of your valid Government-issued ID. 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.).			
<b>FULL NAME</b>			
<b>ADDRESS</b>			
<b>EMAIL ADDRESS</b>		<b>CONTACT NUMBER</b>	
<b>RELATIONSHIP WITH THE COMPANY</b>		<input type="checkbox"/> Employee <input type="checkbox"/> Third-party vendors / contractor <input type="checkbox"/> Guest <input type="checkbox"/> Others (Please specify): _____	



**C. REQUESTED INFORMATION TO BE ERASED OR CORRECTED**

*Instruction: Please clearly specify in detail the **personal information you believed to be inaccurate and the rectification required, OR the reason you wish to have the personal information erased.** You must attach supporting documents as proof of the correct information. For example, if your date of birth is incorrect, please provide a copy of your official Birth Certificate issued by the Philippine Statistics Authority. Please note that your right to request rectification or deletion is not absolute and may be declined by the Company in certain cases. You also have the right to file a complaint regarding such refusal with the National Privacy Commission at [complaints@privacy.gov.ph](mailto:complaints@privacy.gov.ph).*

*Tagubilin: Mangyaring malinaw na tukuyin nang detalyado ang personal na impormasyong pinaniniwalaan ninyong mali at ang kinakailangang pagtutuwid, O ang dahilan kung bakit ninanais ninyong ipabura ang personal na impormasyon. Kailangan ninyong maglakip ng mga kaukulang dokumento bilang patunay ng tamang impormasyon. Halimbawa, kung mali ang inyong petsa ng kapanganakan, mangyaring magsumite ng kopya ng inyong opisyal na Sertipiko ng Kapanganakan na inisyu ng National Statistics Office. Pakitandaan na ang inyong karapatang humiling ng pagtutuwid o pagbura ay hindi ganap at maaaring tanggihan ng Kumpanya sa ilang pagkakataon. Mayroon din kayong karapatang magsampa ng reklamo hinggil sa pagtanggap ito sa National Privacy Commission sa [complaints@privacy.gov.ph](mailto:complaints@privacy.gov.ph).*

**D. PREFERRED MANNER OF RECEIVING THE REQUEST**

<input type="checkbox"/> I would like the reply to be sent as a soft copy/ scanned copy to my e-mail address.	<input type="checkbox"/> I would like to receive a reply by hand.
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**E. FORMAL DECLARATION AND CONSENT**

In the exercise of my rights under the Data Privacy Act of 2012, I hereby request the correction and/or removal of the personal data relating to the Data Subject which you process for the purposes indicated in this form.

I confirm that this request covers all the personal data specified herein. I further confirm that I am either the Data Subject or duly authorized to act on their behalf. I understand that it is an offence to unlawfully obtain or request access to personal data, including by impersonating the Data Subject or their authorized representative.



I certify that the information provided in this form is true, complete, and accurate. I also understand that it is necessary for the Company to verify my/the Data Subject's identity, and that additional information may be required to confirm my identity and/or to locate the correct records.

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 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 Data Privacy Officer at [dpo@hannresorts.com](mailto:dpo@hannresorts.com) with the e-mail subject: **DATA SUBJECT ERASURE AND CORRECTION REQUEST**.