

## CELESTYAL CRUISES LIMITED

### Data Subject Access Request Form

How to apply for personal data held about you by Celestyal Cruises Limited and its subsidiaries ("the Company")

Under Article 15 of the General Data Protection Regulation ("GDPR") you can ask the Company to confirm whether or not it is processing your personal data and to communicate the personal data that we process on you, together with any available information with regard to its source. In order to deal with your request we will ask for proof of identity and enough information to enable us to locate the personal data that you have requested. The copy that we provide to you will be free of charge, but we reserve the right to charge reasonable administrative charges for subsequent copies.

Please consider prior to your request the [Company Data Protection Policy](#) and the [Privacy Policy](#) which explain the basis on which your personal data is processed for the performance of your employment contract.

You are entitled access to your personal data and to the following information

- a) The purposes of the processing
- b) The categories of personal data concerned
- c) The recipients to whom the personal data has been or would be disclosed
- d) The period for which the personal data shall be stored or the criteria used to determine that period
- e) The existence of the right to seek rectification or erasure or restriction of processing of personal data using the Company procedure
- f) The right to lodge a complaint with the supervisory authority
- g) Where personal data has not been collected from you directly, the source of the information
- h) The existence of any automated decision making including profiling

Where personal data is transferred to a third country or to an international organisation, you have the right to be informed of the appropriate safeguards relating to the transfer.

Please complete this form and return it to us with proof of your identity to 11 Limassol Avenue, 2112, Nicosia, Cyprus We will acknowledge safe receipt and respond within one month from the date of receipt of the request.

**Part 1: Person that the request relates to (the data subject)**

Title: Mr / Mrs / Miss / Ms / Other

Surname:

Forenames:

Any other names that you are known by that may assist in the search:

Address:

Postcode:

Telephone:

E-mail:

Date of birth:

**Part 2: Proof of identity**

To help us establish your identity you must attach to your form **two** pieces of identification that between them clearly show your name, date of birth and current address.

Please enclose a copy of one of the following as proof of identity: passport or photo card driving licence, birth or adoption certificate and a copy of a bank statement or utility bill dated within the last three months. This is to ensure that we are only sending information to the data subject and not to a third party. If none of these are available, please contact our DPO at [dpo@celestyalcruises.com](mailto:dpo@celestyalcruises.com) for advice on other acceptable forms of identification.

**Part 3: Information requested**

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want.

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Are you seeking confirmation as to whether the Company has personal data relating to you? If so, is this in relation to all data under GDPR or a particular type or category?

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Are you making a request to have access to the personal data which the Company holds? If so, are you seeking access of a particular category of personal data? Remember this is a request for information and not documents

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Are you making a request in relation to any of the matters set out in a to h above? If so, please specify which category and the information required.

Please continue on a separate sheet of paper, if necessary.

I, \_\_\_\_\_, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that the Company must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want. I also understand that my request will not be valid until all of the information requested is received by the Company.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_