

Data Controller Consumer Rights Request Form

Your name: _____

Your position or title: _____

Your company: _____

Please provide the following information regarding the individual (data subject) exercising a privacy right.

Type of Request

- Erasure of personal data (“right to be forgotten”)
- Copy of personal data record
- Rectification of incorrect personal data
- Request to Stop Processing
- Request to Access Data

If the individual is exercising the right to object to processing for direct marketing, please direct them to the subscription center and explain how to opt out of marketing communications.

Data Subject’s Information

1. Requesting individual's name:

2. Any alternate names used (e.g., nicknames or maiden names):

3. Requesting individual's email (any email(s) associated with the individual’s personal data or records):

4. Additional information which may be helpful in completing this request, such as a PMS unique identifier or phone number:

5. Date the request was submitted by the individual: _____

Confirmations

- Please verify that there are no outstanding legal obligations that might prevent the fulfillment of this request, such as a subpoena or data breach investigation.
- Please verify that the individual making the request has been positively identified to prevent theft or inappropriate release of personal data. Cendyn will not be responsible for a loss or breach of personal data if the client (data controller) has failed to thoroughly confirm the requesting individual’s identity.

