

CELESTYAL CRUISES LIMITED

Data Subject Access Request Form: For Rectification, Erasure, or Restriction of Processing

How to apply for personal data held about you by Celestyal Cruises Limited (“the Company”) to be rectified, erased, or restrict its processing

Under the General Data Protection Regulation (“GDPR”) you can ask the Company to rectify any inaccurate personal data about you and/or to update and complete any incomplete personal data that we hold about you, including the addition of any corrective statements if necessary.

Subject to any legal requirements for processing (e.g. to comply with any Member State legal obligations etc.), you may ask the Company to restrict further processing of your personal data and/or erase it entirely from its systems.

Please read the [Company Data Protection Policy](#) and the [Privacy Policy](#) which contains further information.

Please complete this form and return it to us with proof of your identity and, if relevant, a copy of your previous subject access request to the Company to 11 Limassol Avenue, 2112, Nicosia, Cyprus

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 photocard driving licence, birth or adoption certificate and a copy of a bank statement or utility bill dated within the last three months. If none of these are available, please contact our DPO at dpo@celestyalcruises.com for advice on other acceptable forms of identification.

Part 3: Rectifying Information held about the data subject

The right to rectification is set out in Article 16 of GDPR. This allows a data subject to seek rectification of inaccurate personal data concerning him or her and or to have incomplete personal data completed.

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the personal data that we hold which is inaccurate

Please specify what personal information we hold that is incomplete

Please set out exactly what you would like us to include and or remove. Please continue on a separate sheet of paper, if necessary

Part 4: Erasing personal data

Article 17 of GDPR allows you to seek erasure of personal data where:

- a) The personal data is no longer necessary for the purposes of your employment**
- b) You have decided to withdraw your consent to such personal data being processed where the processing is based on consent. This may not apply in the employment context where processing is necessary for the performance of the employment contract or processing is necessary for the compliance of a legal duty on the company or where it is necessary for the defence of legal claims which you may bring against the Company**
- c) You object on the grounds of direct marketing purposes, processing on the grounds of public interest or legitimate interests of the Company**
- d) The personal data has been unlawfully processed**
- e) The personal data has to be erased to comply with a legal obligation to which the Company is subject**

Where one of the above grounds applies the Company will erase the personal data and take reasonable steps to erase personal data in the public domain, taking into account available technology and the cost of implementation. We will also take such reasonable steps, including technical measures, to inform other controllers which are processing the personal data to erase the relevant personal data. The right to erasure will not apply even if any one of the grounds in a to e are satisfied where the retention and processing is necessary for the compliance of a legal obligation by the Company or for the establishment, exercise or defence of legal claims against the Company.

Where erasure is justified this will be carried out by the Company without undue delay. Where the Company considers that personal data or part of the personal data held cannot be erased you will be informed why and you will be able to raise a complaint with the supervisory authority.

Please specify, providing as much detail as possible, which of the grounds in (a) to (e) above you rely on to seek to erase personal data

Please specify the personal data that you wish the company to erase

Part 5 Right to restriction of processing

Article 18 allows you to restrict the processing of your personal data where:

- a) The accuracy of the personal data is contested and for the period the company needs to verify the accuracy of the personal data**
- b) The processing is unlawful**
- c) The company no longer needs the personal data for processing but the company requires the personal data for the establishment, exercise or defence of legal claims**

Please specify, providing as much detail as possible, which of the grounds in (a) to (c) above you rely on to seek to restrict processing of personal data

Please specify the personal data that you wish to restrict the company processing

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 will rectify or erase my personal data without undue delay and that, if I have requested it under Part 5, the Company shall cease to undertake any further processing of my personal data. I understand and acknowledge that this does not prevent the Company from further processing due to any legal requirement or obligation

Signature: _____ **Date:** _____