

**FOR EU DATA SUBJECTS ONLY**

**Personal Data Removal Form**

**(A) Your Particulars**

Please provide your information in the space provided below.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Full Name:	
Passport Number:	
Telephone Number:	
Email address:	
If you are a current or former employee of the Far East Orchard Limited group (including Far East Hospitality) (collectively, "FEOrchard"), please provide your approximate dates of employment:	

**(B) Proof of your identity**

We require proof of your identity before we can respond to your request. To help us establish your identity, you must provide identification. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's license or birth certificate.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

**(C) Your Request**

To help us process your request quickly and efficiently, please provide as much detail about the personal data you are requesting erasure of and the ground or grounds you are relying on to request erasure of your personal data:

If we made the personal data that is the subject of your erasure request public, we will take reasonable steps, including technical measures, to inform other organisations processing your personal data that you have requested erasure, including any links to, and copies of, the personal data.

We will communicate the erasure of the personal data to each recipient to whom we disclosed the

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personal data (for example, our third-party service providers who process the data on our behalf), unless this is impossible or involves disproportionate effort. We will also inform you about those recipients if you request it.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search.

Applicable law may allow or require us to refuse to act on your request, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot honor your erasure request, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

We will begin processing your erasure request as soon as we have verified your identity and have all of the information we need to locate your relevant personal data.

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**Confirmation**

I confirm that this request relates to my own personal data. I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by FEOrchard and its affiliates for the purpose of processing this request and/or in accordance with its data protection policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>For official use</b>	
Received by:	Date:
Processed by:	Date: