

Personal Data Request Form (For customers in EU/EEA)

Please fill in the applicable blanks below and send this Request Form along with other necessary documents enclosed to our Customer Services Desk below.

To: K.K.Meguro Gajoen

I hereby make this request concerning my personal data retained by your corporation.

① Data Subject's Information			
Name		Date of Birth (M/D/Y)	/ /
Address			
Phone Number		E-mail Address	

* Please provide us with your E-mail address if you wish us to communicate to you via E-mail.

② Fill in this section only if you are making this request on behalf of the data subject above.			
Relationship	<input type="checkbox"/> Parent with Parental Authority <input type="checkbox"/> Guardian <input type="checkbox"/> Statutory Agent <input type="checkbox"/> Agent		
Name		Date of Birth (M/D/Y)	/ /
Address			
Telephone Number		E-mail Address	

* Please provide us with your E-mail address if you wish us to communicate to you via E-mail.

【Documents necessary for your request】	
① If you are the data subject	A copy of valid government-issued ID with address (e.g. driver's licence, passport, health insurance card, residence certificate, etc.)
② If you are making this request on behalf of the data subject	In addition to documents required in ①, a copy of the following documents, depending on your relationship to the data subject: 【Parent with parental authority】 Document verifying your parental authority 【Guardian】 Document verifying your guardianship 【Agent】 Document verifying your authority

Our Customer Services Desk
1 Chome-8-1 Shimomeguro Meguro-ku, Tokyo 153-0064, Japan
K.K.Meguro Gajoen Customer Service Office: privacy@hotelgajoen-tokyo.com

Choose and check appropriate box(es) below	
A	Request for <input type="checkbox"/> Disclosure <input type="checkbox"/> Rectification <input type="checkbox"/> Erasure <input type="checkbox"/> Restriction of processing
B	<input type="checkbox"/> Objection to our processing of personal data
C	<input type="checkbox"/> Data portability request

【For Category A】 Please state items of and reason for request
※Please state the items of your personal data for which you make the above request. These include name, address, telephone number, e-mail address, date of birth, passport number, workplace information, etc. ※Please be advised that we may not be able to provide services due to erasure or restriction of processing of your personal data.
※Please state the reason for your request.

【For Category B】 Please specify your objection

【For Category C】 Please specify your request for data portability
※Categories of data you wish transmitted
※Details of the data processor you wish your personal data to be transmitted to
(We will transmit your personal data to the entity you request if it is technologically feasible for us. We will notify you of the reason if we are unable to accommodate your request.