



## Data Subject Access Request Form

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. The Data Protection Act (DPA) 2018 and the EU General Data Protection Regulation (GDPR) 2016 provide you with a right of access to personal information we hold about you. We will also provide you with information about your rights to rectification, erasure, or restriction of processing that may exist.

We will respond promptly, and in any event within one month of the date of receipt, in accordance with the Data Protection Act 2018

- Our receipt of your written or verbal request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

### SECTION 1: Details of the person requesting information

Full Name:	
Date of Birth	
Address:	
Contact telephone number:	
Email address:	
Total Rewards No. (if applicable):	

### SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- YES:** I am the data subject. I enclose proof of my identity (see below).  
**(please go to section 4)**
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).  
**(please go to section 3)**

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:



**1) Proof of Identity**

Passport, photo driving licence, national identity card.

**2) Proof of Address**

Utility bill, bank statement, credit card statement (no more than 3 months old); current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request. In certain circumstances, where the application is made in person and the identity of an applicant is well-known to the management, confirming identity may not be necessary.

**SECTION 3: Details of the data subject (if different from section 1)**

Full Name:	
Date of Birth	
Address:	
Contact telephone number:	
Email address:	
Total Rewards No. (if applicable):	

**SECTION 4: What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require including:

- The personal data which you are seeking;
- The dates from, and to, that we should search;
- Other relevant information.

Examples:

- CCTV camera situated at ('E' location) on 23/5/12 between 11am and 5pm;
- Emails between 'A' and 'B' (between 1/6/11 and 1/9/11);
- Win / Loss History (between 05/10/17 and 05/12/17).



Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right in accordance with Section 93(4b) of the DPA, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

**SECTION 5: Disclosure of CCTV images**

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

YES                       NO



**SECTION 6: Declaration**

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Caesars Entertainment EMEA is true. I understand that it is necessary for Caesars Entertainment EMEA to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Name** .....

**Signed** .....

**Date** .....

**Manager's Name and Signature** (if evidence of applicant's ID not required):

.....

**Documents which must accompany this application:**

- Evidence of your identity (see section 2);
- Evidence of the data subject's identity (if different from above);
- Authorisation from the data subject to act on their behalf (if applicable).

**Please return the completed form to:**

The Data Protection Officer  
Caesars Entertainment UK  
55 Baker Street  
London  
W1U 8EW; or

**Email:** [dataprotection@caesars.co.uk](mailto:dataprotection@caesars.co.uk).

**Correcting Information**

If after you have received the information you have requested you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

then you should notify Caesars Data Protection Officer at once, giving your reasons. We will then review the information and may amend your personal data in accordance with your wishes. Alternatively, we may notify you, giving reasons, as to why we believe the information which we hold about you is in fact accurate and relevant and is being processed for fair and lawful purpose.