

# CAMERON VENTURES GROUP

## Subject Access Request

**Hotels:**        **Best Western Brome Grange, Eye, Suffolk, IP23 8AP**  
                      **Best Western Priory Hotel, Bury St. Edmunds, Suffolk, IP32 6EH**  
                      **Best Western Ipswich Hotel, Ipswich, IP8 3JD**  
                      **Best Western Cedars Hotel, Stowmarket, Suffolk, IP14 2AJ**

### General Information

Cameron Ventures Group (CVG) collects, retains, and processes certain personal data about its Customers and Employees (known as “data subjects”). As a data subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) to find out about how CVG processes and uses your personal data, as follows:

- Confirmation whether or not we process your personal data;
- Confirmation of the personal data CVG holds for you;
- How we use your personal data and our reasons for doing so;
- Details of any sharing or transfers of your personal data by CVG;
- How long we hold your personal data;
- The legal rights you have under the GDPR, such as withdrawing your consent to CVG using, retaining or processing your personal data

Normally, no fee is chargeable for the provision of the information requested. CVG does however reserve the right to make a reasonable charge for responding to requests that are clearly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that CVG incurs in responding to your request.

### Subject Access Request Procedure

Please complete the form below as fully as possible and return it to us by email to [customercare@cameronventuresgroup.co.uk](mailto:customercare@cameronventuresgroup.co.uk) OR by post addressed to:

K Keane, Director  
Cameron Ventures Group Ltd  
Central Office  
Cricket View  
Mildenhall  
Suffolk  
IP28 7ES

You do not have to use this form and may instead write to us using the same contact details.

On receipt, CVG may, in order to safeguard your privacy and personal data, contact you to request additional supporting information and/or proof of your identity.

CVG will respond to all such subject access requests within 30 days of receipt and we will aim to provide all the information you have requested to within the same period. If more information is required from you, or if your request is particularly complicated, CVG will contact you to let you know, with an estimate of the additional time that is likely to be required to respond in full.

If the request is being made on behalf of a third party, please contact us before completing the form. Please use the contact details given above. Generally, we cannot accept requests in respect of your personal data from anyone else, including members of your family.

**CAMERON VENTURES GROUP**  
**Subject Access Request Form**

**Your Details**

Title:	*
Forename(s):	*
Surname:	*
Address:	*
Telephone Number:	
Email Address:	*
Date of most recent stay or visit	
Hotel Visited	

**Items marked \* are required, other information will assist us in responding to your request.**

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us trace your personal data and confirm your identity.

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**Declaration**

I hereby confirm that I am the data subject named in this Subject Access Request Form.

I warrant that I am the individual named and that I will fully indemnify Cameron Ventures Group Ltd, including its associate or subsidiary companies, for all losses and expenses, direct or indirect, which may be incurred as a result of this declaration being false.

Name:	*
Signature:	*
Date:	*