

California Consumer Privacy Act (CCPA) Request Form

Please note that this form is for requests related to Personal Information collected by our Hotel. If your request relates to Personal Information collected by IHG (including IHG Rewards Club information) please go to ihg.com where you can find information about how to submit your request to IHG.

This form can be used by California Consumers to make CCPA related requests including:

- Do Not Sell My Personal Information Requests
- Request a Copy of Personal Information/Right to Know
- Request Deletion of Personal Information

Please use this form to specify your request by checking the relevant box below.

Type of Request	Check applicable request
Do Not Sell (Opt-out)	<input type="checkbox"/>
Do Not Sell (Opt-in)	<input type="checkbox"/>
Request a Copy/Right to Know	<input type="checkbox"/>
Request Deletion	<input type="checkbox"/>

Please provide the following information so that we can process your request.

	Please Print Information
First Name	
Last Name	
Email Address	
Residential Address	
Town/City	

State	
Country	
Zip Code	
Most recent stay details (check-in/check-out dates)	
Any other relevant information to help us verify you against information we already hold	

Thank you for completing this CCPA Request form. We will now process your request and respond within the next 45 days with an update. Please note that, depending on the type of request, we may need to contact you for further information if we are unable to verify you from the information provided.

Further Information required from Authorized Agents:

Authorized agents who are completing this form on behalf of someone else should also complete the further details below.

Authorized Agent Name	
Authorized Agent Email Address	
Authorized Agent Further Contact Details	

Please note that Authorized Agents will be required to provide proof of authorization via a sworn statement under oath. We will be in touch to request this. We may also ask the person you are making the request on behalf of to verify their identity directly with us.

Please hand this form in at the hotel front desk or you can email or mail it to us at:

iclaguestrelations@ihg.com

Date: _____