

## Appendix D: Employee Withdrawal of Consent Guidance

### 1. The Employee

If you are the person who wishes to withdraw your consent from Les Ambassadeurs Club Limited, please complete Appendix E (FORM A on page 18).

#### Key points

- Complete the form as directed.
- If not completed in person, return or send it to the Club WITH evidence of your ID.

### 2. Acting on Behalf of the Employee

If you are the person who has been given authority to act on behalf of someone, in order to withdraw consent from Les Ambassadeurs Club Limited, please complete Appendix F (FORM B on page 19).

#### Key points

- Complete the form as directed.
- Return the form with and a letter confirming you have authority to act on their behalf, to the Club.

### 3. In all circumstances

Return the completed form with supporting documents as follows:

- **In person to:** The Human Resources Team.
- **By post to:**  
The Human Resources Team or The Data Protection Officer (DPO),  
Les Ambassadeurs Club, 5 Hamilton Place, London, W1J 7ED.
- **By email to:**
  - (a) The Human Resources Team - [HR@lesaclub.com](mailto:HR@lesaclub.com)
  - (b) The Director of Human Resource - [LorindaSchutte@lesaclub.com](mailto:LorindaSchutte@lesaclub.com)
  - (c) The Data Protection Officer – [DPO@lesaclub.com](mailto:DPO@lesaclub.com)