

## Data Subject Request Form

In accordance with the General Data Protection Regulation 679/2016 (GDPR) - you (the «data subject») can exercise the following rights; in relation to your personal data processed by us, Banque SBA (the «Bank») as the «data controller».

Please indicate with a (X) which of the following data protection right or rights you wish to exercise:

### 1. Data Protection Rights

**Right of access**

Request us to provide you with a copy of your personal data and to check that we are lawfully processing it.

**Right to rectification**

Request us to correct any incomplete, inaccurate or out of date information we hold about you.

**Right to erasure**

Request us to erase or remove your personal data where there is no good reason for us to continue processing it.

**Right to object**

Where we process your personal data on the basis of legitimate interest you can object to the processing in question on grounds relating to your personal situation, unless we can demonstrate compelling legitimate grounds which override your right. You also have the right to object where we are processing your personal data for direct marketing purposes.

**Right to restriction**

Request us to restrict the processing if you feel that your personal data is inaccurate, that we are processing it unlawfully, or that we no longer need it, or where you have exercised your right to Object.

**Right to data portability**

Request a copy of the personal data concerning you in a format that can be easily re-used or request the transfer of such data to other organisations.

**Withdrawal of consent**

Where we process your personal data on the basis of consent, such as for the promotion of our products and services and/or to process your sensitive data. You have the right to withdraw this consent (which you had previously given to us), however, if you do withdraw your consent, this may affect our ability to process any of your requests in relation to the services / products we provide to you.

If you wish to find out further details in relation to your data protection rights, to which extent you are eligible to exercise them and the conditions under which the Bank is able to exercise them, kindly refer to the Bank's Privacy Policy, which can be located at: <https://www.banque-sba.com/SBA-en/SBA-EN-Home>

If you wish to exercise any of the above rights, please complete this Data Subject Request Form and return it to the Bank by e-mail at: [compliance@eblf-sbacyprus.com](mailto:compliance@eblf-sbacyprus.com), together with the following documentation, in order to assist us establish proof of your identity.

Kindly note that we will respond to your request within one (1) month from the date of receipt of your request. That period may be extended by a further two (2) months where necessary, taking into account the complexity and number of requests received by the Bank. We shall inform you for such extension within one (1) months' time from the date of receipt of your request with the reason for the delay. You will not have to pay a fee to exercise any of your rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### 2. Proof of Identity

Please note that we will not be able to respond to your request, unless we can confirm your identity. To assist us in establishing proof of your identity, the Data Subject Request Form should be accompanied by a copy of your ID or passport clearly stating your name and date of birth.

**I am enclosing the following copies as proof of my identity (please indicate where applicable)**

ID             Passport

### 3. Details of The Data Subject (Please complete in CAPITAL)

Full Name: .....

Date of Birth (DD/MM/YYYY): .....

Current Address/House/Apt/Number/Street: .....

Town/City: .....

Country: ..... Post Code: .....

Telephone Number: .....

Mobile Number: .....

Email Address: .....

### 4. Distribution of Requested Information

**I wish to:**

- Receive the information electronically (to my email address stated above)
- Receive the information by post\*
- Collect the information in person
- View a copy of the information at your premises

You may not be able to exercise all of the rights listed on this form. If we do not take any action in relation to your request, we shall inform you within one month of receipt of your request of the reasons for not taking action and on the possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy. If you wish to find out more details in relation to the extent to which you can exercise your rights, please refer to our Privacy Policy which can be found at <https://www.banque-sba.com/SBA-en/SBA-EN-Home>

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in the premises delivered.

### 5. Requested Information

To help us deal with your request efficiently and accurately, please provide us with as much detail as possible an explanation about the right you wish to exercise (Please select all that is applicable)

**Data Protection Rights**

**Right of access** If possible, please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your personal data.

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**Right to rectification** Please indicate the personal data you consider to be inaccurate and provide us with the correct data. Alternatively, if you consider that the personal data we hold about you are incomplete, please provide any supplementary information below.

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**6. Requested Information (cont.)**

**Data Protection Rights**

**Right to erasure** Please indicate the personal data you wish to have erased or confirm whether you wish the Bank to erase all personal data we hold about you. If possible, please provide the reasons why you wish for your personal data to be erased.

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**Right to object** Please provide details in relation to the type of processing you are objecting to and where possible state the reasons for your objection.

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**Right to restriction** Please provide the reasons why you wish the processing of your personal data by the Bank to be restricted.

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**Right to data portability** Please indicate the personal data you wish to receive and the format in which you wish to receive them. Additionally, please indicate whether you wish to obtain the personal data yourself or whether you wish us to transmit your personal data to another data controller. If the latter is the case, please provide the contact details of the data controller who will receive your personal data. Please note that we will only be able to directly transmit your personal data to another controller where this is technically feasible.

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**Withdrawal of consent** Please indicate the type of consent you wish to withdraw, that is the consent to the processing of your personal data for marketing purposes or the consent to the processing of special categories of personal data (sensitive data) concerning yourself. Please note that if you do withdraw your consent, this may affect our ability to process any of your requests in relation to the services/products we provide to you.

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**7. Data Subject Declaration A**

(This section must be signed by the data subject making the request (if aged 16 or over))

**I certify that the information provided on this form is true to the best of my knowledge and that I am the person to whom it relates.**

**I understand that the Bank is obliged to confirm proof of my identity and that it may be necessary for the Bank to contact me again for further information to comply with this request. I also understand that this request will not be valid until all of the information requested is received by the Bank.**

Signature: .....

## 8. Data Subject Declaration B

Declaration of authority to act on behalf of a data subject

(Please note that information can only be disclosed to those parents/guardians/agents who have signed the form. Therefore, both parents should sign the form if this is a joint application on behalf of a child under 16.)

**I confirm that I have the authority to act on behalf of the data subject named in this request and that their information will be disclosed to them through me.**

Signature: .....

Full Name: .....

Date: .....

Relationship to Data Subject: .....

Signature: .....

Full Name: .....

Date: .....

Relationship to Data Subject: .....