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DATA SUBJECT REQUEST FORM

To request to see your records or rectificate / erase / restrict your personal data, please complete this form, read and sign the declaration and then send the completed form to UTB.

Please tick the box which applies to you:

Access Rectification Erasure Restriction

1. Details of the person making the request	
Title:	Mr / Mrs / Miss / Ms / Other :
First name:	
Last name:	
Date of Birth:	
Address:	
Daytime tel no:	
Email address:	

2. Are you requesting information about yourself?	
If Yes	Please go to section 4
If No	If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. UTB will contact you if further evidence is required. (please complete section 3)

3. Details of the Data Subject (if requesting information on behalf of someone else)	
Title:	Mr / Mrs / Miss / Ms / Other :
First name:	
Last name:	
Date of Birth:	
Address:	
Daytime tel no:	
Email address:	
Relationship to Data Subject	

4. Details of the request:

If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, any time period to cover, and if you would like to see only specific document(s). Please describe these below with as much detail as you can.

Declaration:

I certify that the information given on this form is true and correct.

Signed:

Date:

Note:

- To ensure proper security, UTB must be sure of your identity before complying with a subject access request. To confirm your identity, we need to see an official document with a photograph, such as an ID card or a passport.
- If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as your proof of identity.
- If you have legal authorisation to act on behalf of an individual, such as if you act with power of attorney, you will need to provide a copy of that authorisation to evidence it.
- We can refuse your request if it is manifestly unfounded or excessive, such as if it is repetitive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.
- We only use the information that you provide for us to process your request. We may need to share that you have made a request with other organizations if we hold information about you that they have supplied and we need to consult with those organizations regarding release of the information to you. Records of requests will be kept for 10 years after the closure of the request for operational, statistical and audit purposes.