

Data Subject Access Request Form

Before filling out this form please read the Explanatory Notes

1. Details about the individual making the request

Your full name	
Your address	
Your relationship with NCB (Cayman) Limited <i>(e.g. employee / client, etc)</i>	
Your telephone number	
Your email address	

2. Please complete this section if you are or were employed by NCB (Cayman) Limited

Staff number / personnel number	
Line of Service	
Business Unit	
Joining date	
Leaving date (if applicable)	

3. *What actions do you require NCB (Cayman) Limited to take in relation to your personal data? (Please be as specific as possible)*

For Client requests:

NCB will add in options to mirror the client application form options

- Extract statement and account history

For employees (NCB to update below categories as needed):

I am requesting you to update my employee record with this new information.....
.....

I am requesting you to provide me with copies of.....
.....

I am requesting you to delete.....

Other.....

4. *Further information to help us respond to your request*

Are you seeking information about a specific event or period of time? (delete as appropriate)	Yes	No
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To assist NCB (Cayman) Limited in locating the data you require, it would be helpful if you could provide the following details:

Specify the event	
Specify the time period	

5. If you think that specific Executive Management or staff may hold personal data about you please name them below:

Signature of data subject

Print name in CAPITALS

Dated

Explanatory notes to accompany data subject access request form

1. If you are filling out the form on someone's behalf, please complete and return the form together with the Authority to Act (see next page), signed by the person who is authorising you to act on their behalf.
2. Sometimes people are interested in data relating to a specific event or time period. If you indicate that you only seek data relating to such an event or time period, you will receive personal data only in relation to this. It will save you having to go through large numbers of unrelated papers that may be of little interest to you at this point in time.
3. If you are requesting your health records, please be advised that NCB (Cayman) Limited may not hold these unless these were obtained as part of standard HR procedures. You may need to make a separate request to the relevant healthcare provider.
4. If you believe that members of staff are holding personal data about you, please name them on the form. Please note that people will be informed that searches of their NCB (Cayman) Limited IT accounts and hardware will be conducted and they will therefore be aware that you have made a request.
5. We will endeavour to provide you with your personal data or take the action requested as soon as possible, however, this may take up to one month. In some cases, depending on the complexity of the case, it may take longer than one month. This period will commence once we have sufficient information to begin searches (including appropriate identification). We will notify you if processing takes longer than the expected 30 days.
6. You are entitled to personal data about you. Some documents may contain personal data relating to a person other than you, or might contain other data not relating to you. Where this is the case, we will block out the data not personal to you.
7. You understand that we cannot release any data without checking that it is released to the right person. Therefore, we ask you to provide us **with either original or certified copies** of government issued identity such as Passport, Driving licence, etc

Once completed, please return the form and your identification documents to:
[NCB insert address: email and phone number to be determined by Group legal / compliance)]

Disclaimer and link to website could be added here

Data Subject Access Request Form – Authority to Act

Please complete this form if you are appointing someone to act on your behalf in relation to your subject access request. If you do not complete an Authority to Act, we will not be able to deal with anyone else but you in relation to your request. You understand that we cannot release any data without checking that it is released to the right person. Therefore, we ask you to provide us with either original or certified copies of a government issued identify such as driver's license or passport.

As the data subject, by signing this document you are effectively providing consent as follows:

I hereby appoint the person whose name and contact details appear below to act on my behalf in relation to this data subject access request and I authorise that this person be provided with my personal data (which may include sensitive personal data

Full name of person with authority to act	
Company name (if applicable)	
Address	
Relationship to me	
Telephone number	
Email address	

Signature of data subject

Print name in CAPITALS

Dated