

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:

Please tick the relevant box(es):

- Extract statement and account history
- A description of the personal data held relating to me
- The purposes for which it is processed
- The recipients or classes of recipients to whom the data is or may be disclosed
- Any countries or territories outside of the Cayman Islands to which the data is or may be transferred
- General measures taken for the purpose of complying with the seventh data protection principle of integrity and confidentiality
- A copy of my personal data
Description (optional) _____
- The source of these personal data
- Update my personal record with this new information
- Delete my personal data

For employees:

Please tick the relevant box(es):

- 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: dataprotectioncayman@jncb.com or NCB (Cayman) Limited, The Pavillion, Cricket Square, 171 Elgin Avenue, P.O. Box 31120, KY1-1205, Grand Cayman, the Cayman Islands (Attention: The Data Protection Co-ordinator)

Please review our Privacy Policy at <https://ncbcaymanlimited.com/privacy-policy/>