

APPENDIX 1

5.1 DSRR FORM

Data Subject Right Request – FORM

Section 1:

Please complete this form to receive information about how Leumi UK Group Limited (the **Company**) processes your personal data along with a copy of the personal data that it holds about you or a person who you have permission to request data on behalf of. You are entitled to receive this information under the **UK GDPR**, which retained the EU law version of the General Data Protection Regulation ((EU) 2016/679) as defined in the Data Protection Act 2018.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Section 2:

To be completed if you are requesting access to your data.

To ensure that the Company does not release your data to anyone other than yourself, we may need to ask you for a proof of identity if we cannot identify you. Proof of identity would include a copy of two documents: (1) proof of identity e.g. passport, driving license; and (2) official letter addressed to you at your address e.g. utility bill, council tax bill or bank statement. Please do not send us originals of these documents.

If you are not the data subject, but have a written authorisation to act on their behalf, you will need to provide evidence of your identity, the data subject's identity and authorisation of your ability to act on their behalf.

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:
First Name(s)/Forenames	
Surname	
Previous Surname (if relevant)	
Date of Birth (DD/MM/YYYY)	
Address	
Postcode	

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Telephone Number	
Email Address	
Previous address (if applicable)	
Proof of ID (if applicable)	Driving license <input type="checkbox"/> Passport <input type="checkbox"/> Official letter to my address <input type="checkbox"/>
Relationship to the Data Subject (e.g. parent, carer, legal representative) – if applicable	

Section 3:

To assist in the processing of your request and location of your data, please specify the information the request relates to:

Please specify the date range of information required (if available) (from DD/MM/YYYY to DD/MM/YYYY):

If you are looking for any other personal information, please supply full details of the information you require, any specific departments/individuals that you believe may hold your information and the range of dates you would like us to search:

Section 4:

Please complete below if you are the data subject:

Data subject declaration: I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that the Company is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this request.	
Full name:	
Signature:	Date:

Please complete below if you are acting on behalf of the data subject:

<p>Authorised person declaration:</p> <p>I certify that the information provided on this form is correct to the best of my knowledge and I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Company is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this request.</p>	
<p>Full name:</p>	
<p>Signature:</p>	<p>Date:</p>

Section 5 (Further Information):

1. The above rights are not absolute and are subject to various conditions under the UK GDPR and other applicable legislation to which we are subject to.
2. There is no requirement to complete the form to make a valid request, however, it has been designed to capture the information we may reasonably require to process your request effectively. We may contact you by telephone, email or letter if we need additional information.
3. For details on how your personal information is used by Leumi UK Group Limited please see our website Privacy Notice which can be found here: [Privacy Notice](#).
4. Please note that if you are making a request and the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.
5. The information will be provided as soon as we can and in any case within one month of receiving this completed form and suitable proof of identity (if applicable). If your request is especially complex, we will notify you if we may need an extension for addressing your request and the reasoning for the extension within one month of receiving your request.
6. In most circumstances, we will provide information free of charge. However, in certain circumstances, we may be permitted to charge a reasonable fee based on administration costs associated with providing the information.

Documents required with this application:

- Proof of identity (if applicable)
- Proof of address (if applicable)
- Proof of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please attach the above documents (if applicable) together with the downloaded and completed form and email to DPO@leumiuk.com with 'Data Subject Request' in the email subject field.

If you prefer posting the documents, please address them to:

Data Protection Officer
Leumi UK Group Limited
Twelfth Floor, 1 Angel Court
London EC2R 7HJ