
Data Subject Right Request – FORM

Section 1:

Please complete this form to receive information about how BANK LEUMI (UK) PLC processes your personal data or 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 current UK Data Protection Act and will continue to be entitled under the EU General Data Protection Regulation, which comes into force on 25th May 2018.

According to the GDPR, you have a 'right of access' to the following:

- Purpose of processing;
- Categories of personal data concerned;
- Recipients of categories of recipients to whom the personal data has been, or will be, disclosed;
- The envisaged period for which the personal data will be stored or the criteria used to determine that period;
- The existence of the right to rectification, erasure or restriction of processing personal data concerning you or to object to such processing;
- The right to lodge a complaint with a supervisory authority (The Information Commissioner's Office in the UK);
- Where personal data is not collected from you, any available information as to the source; and
- The existence of any automated decision-making, including profiling as well as the significance and envisaged consequences of such processing for you.
- Where personal data is transferred outside of the EU/EEA, you have the right to be informed of the appropriate safeguards in place and to request a copy of them.

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 BANK LEUMI (UK) PLC 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 licence; 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	
Telephone Number	
Email Address	
Previous address (if applicable)	
Proof of ID (if applicable)	Driving licence <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:

Please specify the format in which you wish to receive the information (tick all required):

Electronic format via email <input type="checkbox"/>	Paper format via post <input type="checkbox"/>
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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 BANK LEUMI (UK) PLC 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:

Authorised person declaration: 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 BANK LEUMI (UK) PLC 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:

Section 5 (Further Information):

1. The above rights are not absolute and are subject to various conditions under the GDPR and other applicable legislation to which we are subject in the performance of banking services.
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. If you hold a combination of sole and joint accounts and want to see the information held across all accounts, a separate request and form should be submitted for each party.
4. For details on how your personal information is used by BANK LEUMI (UK) PLC please see our Data Privacy Notice which can be found on our website at https://www.bankleumi.co.uk/static-files/10/LeumiUK/BLUK_Privacy%20Notice_10_May.pdf
5. 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.
6. 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, BANK LEUMI (UK) PLC 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.
7. In most circumstances, information will be provided by BANK LEUMI (UK) PLC free of charge. However, in certain circumstances, BANK LEUMI (UK) PLC 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@bankleumi.co.uk with 'Data Subject Request' in the email subject field.

If you prefer posting the documents please address them to:

Data Protection Officer
Bank Leumi (UK)
20 Stratford Place
London
W1C 1BG