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## Data Subject Right Request – FORM

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*Personal data collected from you by this form is required to enable your request to be appropriately processed. This personal information will only be used by Bank Leumi (UK) PLC in connection with the processing of this Data Subject Request pursuant to the EU General Data Protection Regulation (“GDPR”).*

### Section 1:

Please complete this form if you wish to exercise your rights under the EU General Data Protection Regulation, which comes into force on 25th May 2018. Please identify what right(s) you are pursuing and, in the space below, describe the specific information/action you are requesting. Please provide as much detail as possible, such as relevant dates, references, etc.

The right of access	
The right to rectification	
The right to erasure	
The right to restrict processing	
The right to data portability	
The right to object	
Other	

**Section 2: To be completed if you are requesting to exercise your rights in relation to your personal 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:**

**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 4 (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](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](mailto: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