

Individual Rights Request Form

Please return the completed form and proof of identity to dataprotection@libf.ac.uk.

Or by post to: Data Protection Co-ordinator, The London Institute of Banking & Finance, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ

SECTION 1

Are you the Data Subject? (The individual who is the subject of the required information) YES

If you are the Data Subject please supply photocopied evidence of your identity eg a photocopy of your passport or diving licence.

NO

If you are acting on the behalf of the Data Subject, please provide evidence of the data subject's authorisation for you to act on their behalf and provide a photocopy of their passport or driving licence.

SECTION 2 – PERSONAL DETAILS

LIBF number _____ Title (Mr / Mrs / Ms etc) _____

First name(s) / Given name(s) _____

Last name / Family name _____

Previous name (Please tell us any previous names you have used that would help us link this registration to any other records we may hold for you)

Date of birth _____ Gender Male Female

Preferred email address _____

Please provide a telephone number we can use to contact you if necessary:

Telephone no _____ Mobile no. (if different from Telephone no.) _____

Home address _____

Postcode / Zipcode _____ Country _____

SECTION 3

This request refers to my right:

to be informed

of access

to rectification

to erasure

to restrict processing

to data portability

to object

SECTION 4 – REASON FOR REQUEST

SECTION 5 – SUPPORTING STATEMENT

If your request relates to a specific aspect of your personal data, please supply us with as much detail as possible eg type of data, location, date ranges etc.

SECTION 6 – DECLARATION

I declare that the information given on this form is correct to the best of my knowledge. I understand that it is necessary for The London Institute of Banking & Finance to confirm my / the Data Subject's identity and that it might be necessary to obtain more detailed information from me in order to locate the correct information.

Signature _____ Date _____

Please note: your request will be delayed if you fail to sign this form and supply proof of identity.

Further details on how we use your information can be found within the Privacy Notice on our website www.libf.ac.uk/privacy.

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Canterbury
Kent
CT1 2XJ

For any related enquiries please contact the Data Protection Co-ordinator at the address or email above or telephone 01227 818609.

INTERNAL USE ONLY

Comments:

Outcome: