

PERSONAL INFORMATION

REQUEST FORM

|  |
| --- |
| **Please submit the completed form to the Information Officer:** |
| **Address to:** **Email Address:**  | The Information Officer |
| jhammerton@thevault.exchange |

Please be aware that we may require you to provide proof of identification prior to processing your request. There may also be a reasonable charge for providing copies of the information requested.

|  |
| --- |
| **A. Particulars of Data Subject** |
| Name & Surname Identity Number: Postal Address: Contact Number: Email Address: |  |
|  |
|  |
|  |
|  |
| **B. Request** |

I request the organisation to:

|  |  |
| --- | --- |
| (a) Inform me whether it holds any of my personal information  | ◻ |
| (b) Provide me with a record or description of my personal information  | ◻ |
| (c) Correct or update my personal information  | ◻ |
| (d) Destroy or delete a record of my personal information  | ◻ |
| **C. Instructions** |
|  |
|  |
|  |
|  |
|  |
|  |
| **D. Signature Page** |
| **Signature:** |
| **Date:** |