

PERSONAL INFORMATION

REQUEST FORM

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| **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.

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

I request the organisation to:

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| (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** | |
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| **D. Signature Page** | |
| **Signature:** | |
| **Date:** | |