**Data Subjects’ Request Form**

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| **Important information**  Sparkasse Bank Malta p.l.c. (the “**Bank**” or “**we**”) is providing this form in order to facilitate the exercise of data subjects’ rights under the General Data Protection Regulation (Regulation (EU) 2016/679; “**GDPR**”). The use of this form is not compulsory and requests for the exercise of data subjects’ rights may be made by other means. However, the Bank would need the necessary information to identify the data subject making the request and to determine to which right(s) the request relates.  We will process data subject’s requests in accordance with our duties as controller of personal data in terms of the GDPR. This means that requests may not be met if the applicable conditions are not satisfied; please refer to our privacy notice (available from our [website](https://www.sparkasse-bank-malta.com/en/library) or upon request) for information on data subjects’ rights and the conditions for exercising them. The Bank is not allowed to disclose personal data that relate to other data subjects or information which needs to be treated as confidential.  We may contact you for further information regarding your request. It is important that you provide us with complete and correct information. |

***This form must be completed and signed by the individual (natural person) (“you”) who wishes to exercise his or her right(s) as a data subject under the GDPR, or by a person duly authorised to act on your behalf. The information marked with (\*) is mandatory; if the information required is not provided or is incorrect, the Bank may not be able to process your request.***

Kindly send the completed form signed and dated, by e-mail or mail, to:

Email: [dataprotection@sparkasse-bank-malta.com](mailto:dataprotection@sparkasse-bank-malta.com)

Mail: Attn: Compliance Department; Sparkasse Bank Malta p.l.c.; 101 Townsquare, Ix-Xatt ta' Qui-si-Sana; Sliema SLM3112; Malta

*Please complete the table below with your personal details. The Bank will only be able to process requests from data subjects whose identity can be ascertained and reserves the right to request additional information to verify that a valid request is made.*

*An e-mail or mail address must be provided if the request is made by a person whose e-mail address is not an Authorised E-mail address for which the Bank holds a valid Letter of Indemnity from an Account Holder. If an e-mail or mail address is given in this form, it will be used for the handling of the request (including for any correspondence and to send personal data and other information in relation to the request) and for internal use (e.g. to keep records related to the request and how it is handled by the Bank). The person signing this form authorises the Bank to use the e-mail or mail address given in this form (if any) for any correspondence related to the request and to send personal data and such other information as may be required for the handling of the request.*

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| ***Identification of the Data Subject*** | |
| **Personal details** | |
| Title | Click here to enter text. |
| First name(s)\* | Click here to enter text. |
| Surname\* | Click here to enter text. |
| Passport / ID card number and country of issue\* | Click here to enter text. |
| E-mail address or mail address on which you wish to receive the Bank’s reply\* | Click here to enter text. |
| Telephone / mobile number | Click here to enter text. |

*Please tick the box next to the right(s) you wish to exercise. Information about the nature of data subjects’ rights and applicable conditions and restrictions can be found in our privacy notice, available from our* [*website*](https://www.sparkasse-bank-malta.com/en/library) *or upon request.*

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| ***Request type\**** | |
|  | Right of access by the data subject |
|  | Right to request rectification |
|  | Right to request erasure (“right to be forgotten”) |
|  | Right to request restriction of processing |
|  | Right to data portability |
|  | Right to object to processing |
|  | Right to withdraw consent |

*If you wish to exercise the* ***right of access,*** *kindly tick the box next to type(s) of personal data on which you wish to receive information (for examples of the information each type may comprise, please refer to our privacy notice)..*

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| ***Type(s) of personal data to which the right of access request relates\**** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Identification data |  | Contact information |  | Financial information | |  | Tax status |  | Transaction data |  | Transaction information | |  | Account data |  | Account information |  | Correspondence | |  | Connection data |  | Market abuse information |  | Recordings of telephone conversations | |  | Professional life information |  | Personal life information |  |  | |  | Other type(s) of personal data, if any  *Please specify:* | | Click here to enter text. | | | |

*If you wish to exercise a right, other than the right of access, please specify to which type(s) of personal data and, or processing operations your request relates.*

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| ***Type(s) of personal data and, or processing operations to which the request relates*** |
| Click here to enter text. |

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| ***Additional comments (optional):*** |
| Click here to enter text. |

**Additional information**

Depending on the type of request made and the personal data or processing operations concerned, we may ask you to provide additional information in order to better handle your request.

*Please complete and sign the box below. By signing and submitting this form you authorise us to contact you and send information to the e-mail address or mail address indicated above for the purpose of handling your request.*

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| **DATA SUBJECT CONFIRMATION\*** | |
| **Signature** |  |
| **Name and surname** | Click here to enter text. |
| **Date** | Click here to enter text. |

Sparkasse Bank Malta public limited company is licensed to act as a credit institution and to provide investment services by the Malta Financial Services Authority. Sparkasse Bank Malta public limited company is a public limited liability company registered under the laws of Malta, with registration number C27152 and with registered office and head office at 101 Townsquare, Ix-Xatt Ta’ Qui-Si-Sana, Sliema SLM 3112, Malta.

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| **FOR BANK USE ONLY** | | |
| **Main Account Number:** | **Reviewed by:** | Click here to enter text. |
| Click here to enter text. | **Approved by:** | Click here to enter text. |