Data Subject Request form

This Data Subject Request Form ("this Form") should be used to submit a request to access or correct information about individuals ("Personal Data") in accordance with the Bank for International Settlements ("BIS") Personal Data Protection Policy. Any natural person ("Data Subject") of which the BIS processes Personal Data has the following rights:

The BIS also processes Data Subject requests that concern international associations hosted by the BIS (FSB, IADI, IAIS) on behalf of and in collaboration with the association concerned ("Hosted Associations").

Any natural person ("Data Subject") of which the BIS/Hosted Associations processes Personal Data has the following rights:

- The right to obtain confirmation that the BIS/Hosted Associations processes your Personal Data;
- The right to receive certain information about the processing of your Personal Data;
- The right to obtain a copy of your Personal Data the BIS/Hosted Associations processes (as applicable).
- The right to request correction or erasure of your Personal Data. For more information on the BIS Personal Data Protection Policy, see the BIS Privacy Notice available at https://www.bis.org/privacy.htm.

Please submit this Form in writing and in English to the BIS Personal Data Protection Manager ("PDP Manager") at privacy@bis.org or via mail to

Bank for International Settlements
c/o Personal Data Protection Manager
Centralbahnplatz 2
CH-4002 Basel

The request process comprises of three phases:

Phase 1: Submit request form to the PDP Manager

- Provide your details and (if applicable) details of your legal representative
- State your request

Phase 2: The PDP Manager may ask for additional information to help process your request

- The PDP Manager may ask you or your representative for supporting documents to verify your identity, correspondence address, or authority of the legal representative (if any).
- The PDP Manager may request additional information from you in accordance with the BIS Data Protection Policy and/or ask for clarification in cases where the request seems unclear or unspecific.

Please promptly provide additional information requested by the BIS in order to enable the processing of your request.

Phase 3: Processing of request and response

- The PDP Manager will respond in writing and in English to the Data Subject or its legal representative (if any) in accordance with the BIS Personal Data Protection Policy.
- The PDP Manager may refuse requests in accordance with the BIS Personal Data Protection Policy stating the reasons.

BIS

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Institution concerned in your request *(please select only one; if you wish to raise multiple requests, please submit as a separate form)*	☐ BIS ☐ FSB ☐ IADI ☐ IAIS
Full Name of Data Subject	
Email address *(mandatory if the Data Subject Complaint is sent by email)*	
Postal address *(mandatory if the Data Subject Complaint is sent by post or delivery)*	
Telephone number	
Nature of relationship or affiliation with the BIS or Hosted Association *(e.g. client, visitor, service provider, contractor, job applicant, employee)*	
Any unique reference or ID numbers or specific details that would help the BIS to identify you or your Personal Data.	
Any system, platform, or website through which you may have provided Personal Data that would help the BIS identify your Personal Data	

Please specify your request.

- *When formulating your request, please be as precise as possible as to which Personal Data and time period your request pertains to.*

If the request is submitted by a legal representative, please also provide:

Name of legal representative	
What is your relationship to the data subject *(e.g. lawyer)*	
Lawyer's Office, if applicable	
Postal address	
E-mail address	
Telephone Number	
Confirmation of mandate and authority to act on behalf of the Data Subject *(provide attachment if applicable)*	

The BIS may request additional information from you as legal representative to help confirm the Data Subject's identity. The BIS reserves the right to refuse to act on the request if the BIS is unable to identify the Data Subject or verify your legal authority to act on the Data Subject's behalf.

Signature and acknowledgement

The BIS will process information that is provided in the context of this request to identify the Data Subject and the Personal Data that is requested access to, to respond to the request and to keep a record of the request and our response. Processing of such Personal Data will be carried out in accordance with the BIS Personal Data Protection Policy.

Request submitted by the Data Subject

Please fill in this section if the request is submitted by the Data Subject directly

By signing this form, I confirm that the information provided above is correct.

Signature:

Print name:

Date:

Request submitted by the legal representative

Please fill in this section if the request is submitted by the legal representative on behalf of the Data Subject

By signing this form

- **I confirm that I am authorised to act on behalf of the Data Subject.**
- **I understand that the BIS must confirm my identity and my legal authority to act on the Data Subject's behalf and may need to request additional verifying information.**

Signature:

Print name:

Date:

Please make sure you have:

1. Completed this form
2. Signed the declaration above