

## DATA PRIVACY REQUEST FORM

### PERSONAL INFORMATION

Name:

Email Address:

Phone Number:

Account Number:

Proof of Identity (Please Tick One):

Ghana Card  International Passport

Please Indicate your Request Type(s):

- Right to be informed.  Right to give and withdraw consent.  Right to amend.
- Right to access personal information.  Right to object.  Right to prevent processing.
- Right to freedom from automated decision making.  Right to prevent processing of data for direct marketing.  Right to compensation.
- Right to complain.  Right to erasure.

Explain Request in Details

Signature:

Date: 

D	D	M	M	Y	Y	Y	Y

Note: All requests will be processed within 30 days

### FOR OFFICIAL USE ONLY

Authorized by

Branch Officer:

Staff ID:

Signature:

## THIRD-PARTY REQUEST

If Third-Party request data on behalf of a Data Subject, valid proof of identity and authorization must be provided to verify the legitimacy of the request.

Personal Details (if you are acting on behalf of the Data Subject)

Name:

Address:

Maiden Name:

Phone Number:

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Email Address:

Authorization from Third-Party:

Signature:

Date:

D	D	M	M	Y	Y	Y	Y

Mandatory Documents

- Proof of Identity of the Data Subject
- Proof of Authorization (If request is made by a Third Party)

In line with FirstBank's DSAR Policy, you will receive a response within 30 calendar days from the date we receive this form along with the required identification documents.

Note: It is a criminal offence to impersonate another individual to obtain their personal data.

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