

**To:
Contact Person**

PERSONAL DATA ACCESS REQUEST FORM

(PLEASE USE BLOCK CAPITALS)

Name:	_____		
Address:	_____		

Contact No:	_____	E-mail:	_____
Signature:	_____	Date:	_____

Details of Request

As an individual about whom you hold personal data, I request access to my personal data record / the following information (if specific information only is required):

I would like to know answers to the following:

- Why you are processing my personal data
- The types or categories of my personal data you are holding

- To whom my personal data is disclosed
- How long my personal data will be held for
- How you obtained my personal data and where the data came from
- Whether my personal data will be transferred to another country

I would like a copy of my personal data

YES / NO

Important notice:

1. We are able to provide access only to your personal data and not the personal data of another individual without the authority of that individual. BW may be unable to respond to your access request if the response would result in the disclosure of information about another individual who can be identified from that information.
2. Please provide as much information as possible about the personal data that you request. BW may seek further clarification, in order to be able to comply with your request, if you have not provided sufficient information as may be reasonably required to locate the requested data.
3. Where necessary, BW conducts a strict verification process to ensure that BW does not reveal personal data about another individual. You may be required to produce identification documents (such as a passport or identity card) to verify against our records.
4. To make a request, you may either:
 - (a) email this completed form to our Contact Person at [SEE APPENDIX 1 FOR EMAIL ADDRESS OF YOUR CONTACT PERSON], or
 - (b) contact our Contact Person at our office at [SEE APPENDIX 1 FOR POSTAL ADDRESS OF YOUR CONTACT PERSON].
5. The access request and our response to it will be free of charge (although, please note that BW reserves the right to charge an appropriate fee in certain exceptional circumstances, such as an excessive request for information).
6. BW will aim to respond to your access request as soon as possible or at least within one month of receipt of your request. Our response will notify you of whether any action has been taken in response to your request and will include a copy of the requested information, where relevant.

7. If you have any questions about our procedure or your request, please direct them to the Contact Person at [SEE APPENDIX 1 FOR EMAIL ADDRESS OF YOUR CONTACT PERSON].
8. BW may have the right to refuse to respond to your access request and will notify you of its exercise of this right within one month from receipt of your request. If you receive and disagree with such a notification, you have the right to lodge a complaint with your data protection authority (See Appendix 2) by submitting the complaint in writing.

For Official Use:	
Processed by:	Approved by:
Designation:	Designation:
Signature:	Signature:
Date:	Date:
Proof of Identity Confirmed	Remarks: