

APPENDIX B: DATA SUBJECT ACCESS REQUEST (SAR) FORM

For more information and queries about the use of this form please contact our DPT

1 INTRODUCTION

Article 15 of the EU General Data Protection Regulation (“**GDPR**”) and Section 37 of the Data Protection Act 2017 (“**DPA**”) grant you the right to access your personal data held by JEB Ltd (“**JEB**”). It includes the right to obtain confirmation that we process your personal data, to receive certain information about the processing of your personal data, and to obtain a copy of the personal data we process. We require that you submit this request to us in writing to our DPT.

Contact details of the members of the DPT of JEB are as follows:

Name	Email Address	Role in the DPT	Office Number
Brian Van Schellebeck	dataprotection@jeb.ltd	Member	5258 2171
Zarrina Auckbarally	dataprotection@jeb.ltd	Data Protection Officer	5490 4095

In line with the GDPR and the DPA, we expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

If your request is not about your right to access your information, then kindly tick (“X”) the right you want to exercise (as per the GPDR and DPA) below :

- ☐ Right to rectification of your personal data
- ☐ Right to erasure of your personal data
- ☐ Right to restriction of processing
- ☐ Right to data portability
- ☐ Right to object to certain types of data processing

For more information on your rights under the GDPR and the DPA, see our Website Privacy Notice, which is available at www.jeb.ltd.

2 DATA SUBJECT DETAILS

Please provide your contact information in the space provided below. If you are making this request on behalf of someone, you should provide your name and contact information in Section 4 below.

Please note, we will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>
Name			
Current address			
Contact number			
Email address			
Details of your request			

3 PROOF OF IDENTITY

We will require to verify your identity before we can respond to your access request. To help us establish your identity, please note, we may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

4 DETAILS OF PERSON REQUESTING INFORMATION (IF NOT THE DATA SUBJECT)

Are you acting on behalf of the data subject with their written or other legal authority?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)			
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>
Name			
Current address			
Contact number			
Email address			

Please enclose proof that you are legally authorised to act on the data subject's behalf and obtain this information. We will accept a copy of one of the following:

- A written consent signed by the data subject
- A certified copy of a Power of Attorney
- Evidence of parental responsibility

5 FEE

We reserve the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee is based on the administrative cost of providing the information.

6 DECLARATION

I,, the undersigned and the person identified in (2) above, hereby request that JEB Ltd provides me with the data about me identified above.

Signature :

Date :

OR

I,, the undersigned and the person identified in (4) above, hereby request that JEB Ltd provides me with the data about the data subject identified in (2) above.

Signature :

Date :

This form must be forwarded to our Data Protection Team. Contact details are listed in Section 1 of this form.