

Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation 2018 and the Nigeria Data Protection Regulation 2019.

Note: Proof of identity must accompany this Subject Access Request form.

Please complete all parts.

Part 1 – Details of Data Subject (person making request)

Contact Details (in block capitals):

Full Name:

Address:

Contact Phone Number:

Email Address (where applicable):

Part 2 – Details of Request

To assist us in locating the data requested, please include details of your interactions with this Department/company in the past (e.g. please state the area(s) you have corresponded with / the types of applications you may have made etc).

Please indicate the period of time for which the data is being sought.

Please provide any reference numbers relating to your contact with the Department/company.

Please outline details of the data sought.

Part 3 – Verification of Identity

In order for us to verify your identity, please provide the following information

- Your name
- Postal address
- Provide a copy of photographic ID (Public services card/passport/drivers licence).

Part 4 - Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

Signature of Requester ______

Date _____



Checklist

Have you:

1.	Completed the Subject Access (SAR) Request form in full	- YES/NO
2.	Signed and dated the Declaration on the SAR form -	YES/NO
3.	Included a photographic ID	- YES/NO

I consent to the collection, use and disclosure of my personal data and information by Broll Property Services Limited in connection with my request with Broll Property Services Limited. I understand that my personal data would be processed in accordance with the Company's privacy policy available at <u>www.broll.com.ng/broll-privacy-policy</u> which I have read and understood. I also understand that I may withdraw consent for such collection, use and disclosure, and make a request to access or correct any aspect of my personal data, in accordance with Broll Nigeria's Privacy Policy and applicable legislation.

Name:	Signature:	Date:



Last updated 14/07/2020