Subject Access Request Form

Under the General Data Protection Regulation (GDPR), you have the right to access your personal data held by companies within the BMI Group who act as data controllers (i.e. those which make decisions about why and how your personal data is processed). If you wish to obtain this information, you should submit this form and evidence of your identity via email to dsar@bmigroup.com or to your local HR team if you are an existing employee.

We typically expect to respond to your request within one month of receipt of a fully completed form, proof of identity and receipt of any information we have requested from you to clarify your request. However, if the request that you make is complex, we may extend the timeframe and respond within three months. We will inform you if we need to extend the timeframe.

Requester Name (Data Subject) and Contact Information

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.

Surname	
First name(s)	
Date of birth	
Address	
Email	
Phone number	

Connection with BMI Group

Please tick the box below that relates to you and complete the requested information.

Current employee ☐	State name of your employer
Former employee ☐	State name of former employer
Customer ☐	State customer account numbers (if known) or confirm name of supplier companies
Other	Please state connection

Information Requested

To help us process your request, please provide as much detail as possible about the personal data you are requesting access to in the box below. For example, if you are a current or former employee you might be asking for access to personal data relating to a particular event such as promotion or training records or if you are a customer you might want to access information relating to your purchase history. Other information that will help us to conduct the search will include references to date ranges and the type of documents that you would like to search.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search.

Please be aware that GDPR recognises that subject access requests may adversely affect the rights of others, such as individuals whose personal data we hold and a company's trade secrets. When we respond to your request we will do so in a way that does not adversely affect such rights. This may mean that we provide you with extracts of information which include your personal data or redact documents, as appropriate.

Proof of Data Subject's Identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We reserve the right to refuse to act on your request if we are unable to identify you.

We will accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's license or national identification number card. If you have changed

your name, please provide the relevant documents evidencing the change. Please also attach a copy of a bank or credit card statement or utility bill showing your current address and dated within the last three months.

If you do not have any of these forms of identification available, please contact us via dsar@bmigroup.com for advice on other acceptable forms of identification.

Signature and Acknowledgement

I confirm that the information provided on this form is correct and that I am the person whose name appears on this form.

I understand that BMI Group may need to contact me again for further information and that my request will not be valid until BMI Group receives all of the required information to process the request.

_____

Signature

_____

Date