

The Data Protection Officer

Novum Bank Limited

The Emporium

C De Brocktorff Street

Msida MSD 1421 Malta

By email: data.officer@novumbankgroup.com

Date:

Subject Access Request

I am writing to formally make a 'Subject Access Request' for a copy of information that you hold about me to which I am entitled under Article 15 of the General Data Protection Regulation EU2016/679 (GDPR).

You can identify my records using the following information:

Name	
Address	
Identification Number (copy of document attached)	
Email Address	

Please confirm whether or not Novum Bank Ltd. Is currently processing any personal data concerning me.

If this is the case, Please provide me with the data that I am entitled to under the GDPR, including:

[Kindly tick which of the below you wish to request. Do note that you are entitled at law to request all the below.]

- a) a copy of all my personal data held by you;
- b) the purpose why this data is held and being processed;
- c) the categories of personal data concerned;
- d) the recipients or categories of recipients you disclosed or will disclose (where this is known) my personal data to, if applicable;
- e) the period of time for which my personal data will be held/processed, or, if not possible, the criteria used to determine that period;
- f) information about the source of the data, where such data was not obtained directly from me;
- g) whether automated decision-making, including profiling, was used in relation to my personal data and where it was used, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for me;
- h) the safeguards you provide if you transfer my personal data to a third country or international organisation.

I look forward to receiving your response to this request, on a free-of-charge basis, within 30 days from receipt of this letter in accordance with GDPR rules.

I understand that any further copies of information I may request in connection with the above may be provided against the charge of a fee representing a reasonable administrative cost on your part.

I also understand that manifestly unfounded requests or requests which are excessive (for example because of their repetitive nature) may be refused on your part OR may be accepted against the charge of a reasonable fee representing a reasonable administrative cost on your part.

Yours sincerely

Data Subject

