

BWB Technologies Ltd
Subject Access Request Form

Important Information

BWB Technologies Ltd collects, holds, and processes certain personal data about our Clients, Distributors, Customer, Agents and Leads (“data subjects”). As a data subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under the GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

Please complete the required information overleaf and return it to us by email or by post addressed to:

Contact: Mr Hozan Edwards
Email: privacy@bwbtech.com
Address: BWB Technologies Ltd, Unit 7 Galloway Centre, Newbury, Berkshire, RG14 5TL, UK

You do not have to use this form and may instead write to us using the same contact details.

We may, upon receipt of your request, ask you to complete the Subject Access Request Form overleaf if all of the information we require to complete your request is not originally present.

We will try and respond to your subject access request within 7 days, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

If you are making a subject access request on someone else’s behalf, please contact Mr Hozan Edwards at privacy@bwbtech.com **before** making your request.

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Your Details:

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a subject access request under the GDPR for personal data collected, processed, and held about you by us that you are entitled to receive.

Declaration

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form.** You warrant that you are the individual named and will fully indemnify BWB Technologies Ltd for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:

Date:

Signature: