

Data Subject Request Form

Capitalised terms defined in the EBRD Personal Data Protection Policy and its implementing acts (the "[EBRD Personal Data Protection Rules](#)"), unless stated otherwise, shall have the same meanings in this form. An individual ("the Data Subject") may request access to, rectification or supplement of their personal data processed by the EBRD.

Please note that this form can only be used to obtain a copy, rectify or supplement personal data in line with the EBRD Personal Data Protection Rules.

The request process has three phases:

Phase 1: Submit request form

- i. Your details and (if applicable) details of your legal representative (required)
- ii. Your request (required) – Details on the personal data you are requesting access to, rectification or supplement of

Phase 2: Upon receipt of your request, additional information to help process your request

- i. The Bank might request you to provide evidence to prove your identity or authority of the legal representative.
- ii. The Bank might request additional information from you in line with the EBRD Personal Data Protection Rules.

Time considerations: *you should promptly provide additional information requested by the EBRD in order to enable the processing of your request.*

Phase 3: Acknowledge receipt and response

- i. The EBRD will acknowledge receipt of your request and respond in accordance with the EBRD Personal Data Protection Rules.

Phase 1: Your details (required)**Required Information**

<i>Please fill in your information</i>	
Full Name*	
Previous Names	
Email address* (*mandatory if request sent by email by Data Subject)	
Mailing address* (*mandatory if request sent by post or delivered by Data Subject)	
Country*	
Relationship with the EBRD* (please tell us if you are client, contractor, supplier, vendor, job applicant, employee, other - please specify)	
Any unique reference numbers or specific details that would help the EBRD identify you.	<p>For Clients: client reference numbers: contract reference details: project names: locations:</p> <p>For Employees: employee number: employment periods: teams worked for: locations of employment:</p> <p>For Contractors/Suppliers/Vendors: project reference codes: contractor contracts reference details: project names: locations:</p> <p>Other: EBRD teams you have been in contact with/ worked for: locations:</p>
EBRD contact person (if applicable, provide the contact details of the EBRD representative(s) you were in contact with)	
EBRD system/platform/website you have provided your personal data (if applicable, provide the name of the system/platform/website, you provided your personal data to the EBRD)	
Your request to the Personal Data Management Officer*: Please provide information on what personal data you would like to review, rectify or supplement.	

If the request submitted by a legal representative, please also provide:

<i>Name of legal representative*</i>	
<i>Company*</i>	
<i>Email address or mailing address * (depending on how the complaint is sent)*</i>	
<i>Confirmation of authority to act on behalf of the Data Subject*</i>	

Declaration from the requestor:

By signing this form, I confirm that:

1. The information provided above is correct
2. I understand that my identity might need to be verified and I consent to the Processing of Personal Data in relation thereto and otherwise in relation to this request.

Print name:

Date:

Please make sure you have:

- ☐ Completed this form
- ☐ Signed the declaration above

Please submit this form and any supporting documents to DPOffice@ebrd.com or by delivery or post to the following address:

European Bank for Reconstruction and Development
For the attention of the Personal Data Management Officer
5 Bank Street,
London E14 4BG
United Kingdom