# Data Subject Request

Date Click here to enter a date.

**This form can only be filled in by individual being 16 years old or older.**

**Are you 16 years old or older (please inform us if in your country the age for consent is different):**

**Yes  No**

## Details of the Requestor:

Full Name: Click here to enter text.

Email address: Click here to enter text.

Phone Number: Click here to enter text.

Postal address: Click here to enter text.

Preferred communication channel Choose an item.

Type of relationship with the Bank Choose an item.

Acting in representation of another person? YES  NO  If YES Name Insert name and capacity under which you are acting Click here to enter text.

Please note that the above data is mandatory for the purpose of dealing with your request.

Please attach

1. Identification card with photo (e.g. passport, driver license, national ID card)
2. Documents supporting your request (e.g. for a request of portability, the details on the data requested, potential desired format for deliverance or email address to be delivered)
3. In case that you are acting on behalf of a data subject the documents which authorise you to represent this data subject

## Details of the Request:

###### Type of Request

Provide you with information with regards to our usage of your personal data (right of access)

Correct some of your data (right of rectification)

Obtain a copy of your data (right of portability)

Transfer your data to another party (right of portability)

Restrict a processing using your personal data (right to restrict processing)

Object to a processing using your personal data (right to object)

Delete some or all of your data (right of erasure)

Please provide details regarding your request (e.g. detailed description of what are you asking for and the reasons for such request, or include the background of your request including what do you expect as an outcome, or for a request of portability, the details on the data requested, potential desired format for deliverance or email address to be delivered) Click here to enter text.

## Requirements of the request:

1. Each request must be filled using a machine or any mean which ensures complete readability; we cannot guarantee that your request is processed if not readable.
2. The Bank must identify the person filing the request and may request documents to proof their identity as well as other aspects such as powers of representation, relationship with the Data Subject and others.
3. The request must be clear and precise, otherwise the bank will contact you to request more detail in the same way that the request was filed
4. Oral request will be answered orally with no rights for recording answers as this may affect the rights and freedoms of our employees.

###### **Sending the form to the Bank**

This form can be filled online and sent directly to us, or sent to one of the following addresses:

[dpo@eu.ccb.com](mailto:dpo@eu.cc.com)

Or return it to:

China Construction Bank Europe S.A.

*To the attention of the Data Protection Officer*

1 Boulevard Royal

L-2449 Luxembourg

###### **Next steps**

Once we have confirmed your identity and the information provided, we will assign to your request a unique identification number which will be used for all further communication (please keep it with you to facilitate communication)

Your request will be processed within one month as from the date of reception.

In some cases we will not be able to process your request within that initial period, if this is the case you will be informed during that period.

If your request is unattended or you wish to have more information, please contact our Data Protection Officer using the following email address: [dpo@eu.ccb.com](mailto:dpo@eu.ccb.com)

If after contacting our Data Protection Officer and having waited for the mentioned periods you with to produce a complaint upon the Data Protection Authority, please contact the National Commission for Data Protection in Luxembourg at 15 Boulevard de Jazz L-4370 Belvaux or do it online via <https://cnpd.public.lu/en/particuliers/faire-valoir.html>

Should you be in a different country than Luxembourg please find your respective Data Protection Authority following this link <https://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080> we are not responsible for the update of such list, therefore we suggest to verify any information provided therein.

We encourage every data subject to contact our offices and if applicable our Data Protection Officer as a first method of contact in order to allow us to better serve your interest.

Data Protection Officer