



## Request for your personal information under the General Data Protection Regulation

### A. Your Details

<b>SURNAME:</b>	<b>FORENAME:</b>
<b>POSTAL ADDRESS (if response required by post):</b>	
<b>TELEPHONE NUMBER:</b>	<b>EMAIL ADDRESS:</b>
<b>PREFERRED METHOD OF RECEIVING YOUR DATA:</b> <input type="checkbox"/> By Email <input type="checkbox"/> By Post	
<b>PLEASE INDICATE YOUR RELATIONSHIP WITH MAXIS GBN:</b>	
<b>PLEASE INDICATE ANY RELEVANT DATES WHERE A RELATIONSHIP WITH MAXIS GBN EXISTED:</b>	



## B. Data requested

PLEASE DESCRIBE THE DATA WHICH YOU ARE SEEKING AS PRECISELY AS YOU CAN

(CONTINUE ON A SEPARATE SHEET IF NECESSARY):



## C. Signature

I certify that I am the person named on this form and that I wish to be provided with the data which I have specified relating to myself under the General Data Protection Regulation 2018. I will not publish any data which is supplied to me without prior permission from MAXIS GBN, except where permitted by law.

**Name:**

**Signature:**

**Date:**

## D. Proof of identity

Please attend our London office (The Monument Building, 11 Monument Street, London, EC3R 8AF) and show one of the following original documents:

- Your current Passport
- Your current Driver's Licence
- Another form of photo ID

If you are unable to attend our London Office, please email our Data Compliance Manager at [dataprivacy@maxis-gbn.com](mailto:dataprivacy@maxis-gbn.com) or write to us at:

Data Compliance Manager  
MAXIS GBN  
The Monument Building  
11 Monument Street  
London  
EC3R 8AF  
United Kingdom

Further information about how your request will be handled is available on our website at [www.maxis-gbn.com](http://www.maxis-gbn.com)



## E. DATA PROTECTION STATEMENT

The data gathered in this form will be used to process your request for personal data under the General Data Protection Regulation. It will be held by MAXIS GBN's Data Compliance Manager, and may be transferred to other parts of MAXIS GBN for the purposes of verifying your identity or processing your request for data. The data will be held for six years from the date when we respond to your request, unless your request forms part of an ongoing case, in which case the data will be kept for as long as necessary.

### STAFF USE ONLY

**Case Reference Number:**

**Date Form received:**