

## Exercise of rights request form

In the course of its business, Banque Internationale à Luxembourg (BIL) collects and processes your personal data transparently, securely and confidentially.

In accordance with Regulation (EU) 2016/679 (the General Data Protection Regulation), we promise to protect your data and ensure that you retain full control over its use.

As a natural person whose personal data BIL processes, you are entitled to:

- request access to this data
- request its rectification
- request its erasure
- request the restriction of its processing
- request to exercise your right to object
- request to exercise your right to data portability.

These rights are enshrined in the regulation, which in certain cases makes their exercise conditional. We will assess the extent to which they apply to your situation, and will always give you the reasons for our decision.

In accordance with the General Data Protection Regulation, please be aware that if requests are clearly excessive, particularly by virtue of their repetitive nature, BIL may require you to pay an enquiry fee to cover the administrative cost of providing the information, entering into correspondence or taking the requested measures, as indicated in the extract from our general fee schedule, available on [www.bil.com](http://www.bil.com).

### How to submit your request?

To submit your request to exercise rights, just complete this form and return it in one of the following ways:

- by writing to us via the BILnet secure messaging service, including “Data Protection – Request to exercise rights” in the subject line
- by email to [dpo@bil.com](mailto:dpo@bil.com), including “Data Protection – Request to exercise rights” in the subject line
- by post to: BIL Direct Center, 69 route d'Esch, L-2953 Luxembourg.

Please attach a copy of your ID (national ID card or passport) to your request so that we can formally identify you.

## Exercise of rights request form

### **Request date:**

### Your contact details

**Surname\*:**

**Birth name (if applicable)\*:**

**Firstname(s)\*:**

**Date of birth\*:**

**Address\*:**

**Postcode\*:**

**Town/city\*:**

**Country\*:**

**Telephone:**

**Mobile:**

**Email\*\*:**

### You are

- ☐ A client – Please provide your account number in IBAN format:
- ☐ Any other natural person – Please state your relationship with BIL (beneficial owner, supplier, candidate, former employee, etc.):

### Your ID document

**Please tick the type of ID provided:**

- ☐ ID card
- ☐ Passport

### Your request to exercise rights

**Please specify your request to exercise rights, in terms of the right to access, rectify or erase data, the right to restrict its processing, the right to object, or the right to data portability:**

### Your request to oppose to the processing of your data for direct marketing purposes

**Please tick the box(es) if you no longer want your personal data to be used for:**

Marketing information sent by post

Marketing information sent by email

Marketing information via BILnet online banking

Profiling for the purpose of customising BIL's commercial offers

\* *Mandatory fields*

\*\* *Your email address is required if you request to exercise your right to data portability. Without this information, we will be unable to provide you with your data using our secure solution.*