

## CaixaBank Wealth Management Luxembourg

### Request form to exercise individual rights under GDPR

You have certain rights under the provision of the General Data Protection Regulation (GDPR) over the personal information CaixaBank Wealth Management Luxembourg (hereinafter “CWML”) holds and how it processes or stores your data. Especially, your rights include:

- the right to rectification (correction) of your data;
- the right to erasure (“right to be forgotten”);
- the right to restrict processing; and
- the right to object to processing.

As the request is related to personal data, CWML will require proof of the identity of the applicant to make sure that the request is valid. CWML will use reasonable means to verify the identity of the applicant. We will act upon your request within **one (1) month** of:

- all our requirements for confirming identity and verifying your entitlement to exercise your rights under the GDPR and receive any requested data have been satisfied;
- establishing what is required in order to respond to your request. This period may be extended where requests are complex or numerous. In this case we will inform you before the end of the one-month deadline and explain why the extension is necessary. In most cases a fee will not apply.

However, we have the right to charge a reasonable fee where a request is manifestly unfounded or excessive, particularly if it is repetitive. Any fee would be based on the administrative cost of complying with your request and you would be advised of this before we continued with your request.

#### I. About the applicant

- You are:  a customer  
 a former customer  
 representing a customer (*enclosed: evidence of the specific instruction; copy of your ID Card/passport*)  
 other (please specify): \_\_\_\_\_

#### II. Data subject Personal details

(About yourself or the person you are making this request on behalf of).

<b>Surname/Family Name:</b>	
<b>First Name(s):</b>	

<b>Date of Birth</b> (dd/mm/yyyy):	
<b>Home Address:</b>	

### III. Right(s) you wish to exercise

I wish to apply to exercise the following right(s) (Tick the request or requests that you wish to make)

<b>Type of right requested<sup>(1)</sup></b> <i>(Please tick as appropriate)</i>	<b>Description of Request</b> Please ensure your request is specific and includes detailed information to allow the relevant records to be identified.
<input type="checkbox"/> <b>Right of access<sup>(2)</sup></b>	
<input type="checkbox"/> <b>Right to rectification<sup>(3)</sup></b>	
<input type="checkbox"/> <b>Right to erasure<sup>(4)</sup></b>	
<input type="checkbox"/> <b>Right to restrict processing<sup>(5)</sup></b>	
<input type="checkbox"/> <b>Right to object<sup>(6)</sup></b>	
<input type="checkbox"/> <b>Right to Data portability<sup>(7)</sup></b>	

<sup>1</sup> No automated individual decision-making is conducted by CWML, meaning that the Data subject to decision based solely on automated processing which produce legal effects concerning him/her or similarly significantly affect him/her.

<sup>2</sup> You may request to receive information regarding the processing of your data (e.g. the categories of data, the purposes of processing, etc.).

<sup>3</sup> You may request CWML to rectify or supplement your data, if they are incomplete or contain inaccuracies.

<sup>4</sup> In some cases, you may request the erasure of all or part of your data (e.g. if the data is no longer required for the purposes for which it was collected). Please, be aware that there are circumstances why it may not always be possible to agree to your erasure request, for several reasons which will be provided to you e.g. (not limitative) CWML's compliance with legal obligation.

<sup>5</sup> You may request the restriction of the procession of your data, where specified by law.

<sup>6</sup> You may object, at any time, to the processing of your data performed, in the context of the pursuance of our legitimate interests, as specified above.

<sup>7</sup> You may request CWML to give you or transfer to a third provider some of the information you have provided CWML, in electronic form.

**The exercise of this (these) right(s) is valid for the future and does not affect any previous data processing. Please be aware that these rights are not absolute and are subject to conditions and exemptions.**

#### **IV. Processing of this form**

Once completed, please return this form to CWML address (46B, avenue J.F. Kennedy, 5ème étage, L-1855 Luxembourg) or by email ([dpo@caixabankwealthmanagement.lu](mailto:dpo@caixabankwealthmanagement.lu)).

Information will be provided by email or by registered post unless.

If you have any queries in relation to the submission of this form, please contact the CWML's Data Protection Officer (DPO) on [dpo@caixabankwealthmanagement.lu](mailto:dpo@caixabankwealthmanagement.lu).

#### **V. Declaration of the Applicant**

The information, which have been supplied in this form, is correct, and

- I am the person to whom it relates
- I have the right to make this request on their behalf (*see above, point I*).

The applicant acknowledges that, by completing this form and providing with Data subject's personal data, CWML will process and retain these personal data in order to enable it to provide the answer to the requested right. CWML will only process the personal data for the reasons it was provided for.

Insofar as necessary, the applicant also acknowledges that CWML's General Terms & Conditions also apply to this form.

Executed in \_\_\_\_\_, on \_\_\_\_\_

The Applicant

\_\_\_\_\_  
[Name and surname]