



## APPENDIX 1

### Data Subject Access Right Form

**Note:** By completing this form, you consent that Yes Microfinance Bank Limited (Yes Bank) would use your personal data to process your request and provide you with relevant response to your inquiries.

<b>Your rights as a data subject can be exercised by completing this form and submitting via an email or to the address at the bottom of this form</b>	
In Person <input type="checkbox"/>	By Proxy <input type="checkbox"/>
Date __/__/20__	
<b>Details of the Person Requesting Information</b>	
Full Name:	
Date of Birth:	Telephone No:
Contact Address:	
<b>Details of Proxy (If Applicable)</b>	
Surname/ Family Name:	
First Name(s)	Telephone No:
Date of Birth:	Email Address:
Contact Address:	
Relationship to the data subject:	
A Proxy must enclose a copy of a power of attorney or data subject's written authority and proof of the data subject's identity and proxy's identity (such as Passport, driving license, national identity card, birth certificate etc.)	
<u>Any other Information that may help us</u>	
Please tick the appropriate box and read the instructions which follow it:	
Right of Access	[ ]
Right to Object	[ ]
Right to Rectification	[ ]
Right to Erasure	[ ]
Right to Portability	[ ]
Right to Restriction of Process	[ ]



**Details of Request:** Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

**Preferred Medium of Feedback**

Please tick the appropriate box below:

Email as provided in our database

☐

Formal letter dispatched to Correspondence Address as provided in our database ☐

Yes Microfinance Bank Limited Head office

☐

I confirm that I have read and understood the YesMFB Data Subject Access Request Policy and the Data Privacy and Protection Policy. In consideration of all the information stated herein, I certify that the information provided in this form is correct to the best of my knowledge and that I am the person to whom it relates.

Name:

Signature:

Date:

For postal requests, please return this form to:

Data Protection Officer

Yes Bank

4, Adenubi Close, Off Majekodunmi Street, Off Allen, Ikeja Lagos, Nigeria All

email Requests should be sent to [dpo@yesmfbank.com](mailto:dpo@yesmfbank.com)