

Subject Access Request Form

Privacy Officer

Last Updated: June 2023

1. Subject Access Request

Please provide the following details about yourself:

| | |
|------------------|------------|
| Full Name | |
| Address | |
| Telephone Number | Fax Number |
| Email | |

2. Are you requesting information about yourself?

If so, you are the Data Subject and documentary evidence of your identity is required. Please see Annexure A for acceptable identity documents. (Please go to 4. below)

If not, please supply the written consent of the Data Subject and supply their details as follows:

| | |
|------------------|------------|
| Full Name | |
| Address | |
| Telephone Number | Fax Number |
| Email | |

3. Please briefly explain why you are requesting this information rather than the Data Subject

4. Please describe the information you seek together with any other relevant information to help us identify the information you require

All applicants must complete this section

[Please note that any attempt to mislead may result in prosecution]

I, **Your name**, confirm that the information given on the application form to BAI Communications is true and I understand that BAI Communications may need more information to confirm my identity and to locate the information I am requesting.

| | |
|-----------|--|
| Signature | |
| Date: | |

Please return the completed form along with the following:

- a) Evidence of your identity
- b) Evidence of the Data Subject's identity (if different from a)

To:

By post Privacy Officer
 BAI Communications
 Level 10, Tower A, 799 Pacific Highway
 Chatswood
 New South Wales 2067
 Australia

By email privacy@boldyn.com

ANNEXURE A

List of Suitable Identification Evidence

Please provide the Privacy Officer with any two of the following documents:

- a) A current passport;
- b) A current driving licence;
- c) A birth certificate;
- d) Utility bill (dated within the last 3 months);
- e) A current vehicle registration document;
- f) A bank statement (dated within the last 3 months); or
- g) A rent book from the last 3 months.