

DATA SUBJECT ACTION REQUEST FORM

Personal data collected from you by this form is required to enable your request to be appropriately processed. This personal information will only be used by PNC Financial Services UK Ltd ("PNC") in connection with the processing of this Data Subject Action Request pursuant to the EU General Data Protection Regulation ("GDPR"). Please print, complete all fields, sign and submit a scanned copy of completed form to: employeeprivacyuk@pnc.com

1. Details of the person requesting the Information:

Full Name:	Former Name(s):
Current Address:	Former Address (including dates of change):
Date of Birth:	National Identity Number:
Contact Phone Number:	E-mail address: (Optional)

2. Are you the Data Subject? (check box that applies)

- I am the Data Subject and enclose evidence of my identity.
- I am not the Data Subject, but I am acting on the Data Subject's behalf as his/her personal representative. I have written authority, which I enclose, and evidence of identity.

To ensure we are releasing data to the right person, we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

(1) Proof of Identity

Passport, photo driving license, national identity card, birth certificate, passport, marriage certificate.

(2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving license, local authority tax bill, tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

3. Details of the Data Subject (if different than No. 1)

Full Name:	Former Name(s):
Current Address:	Former Address (including dates of change):
Date of Birth:	National Identity Number:
Contact Phone Number:	E-mail address: (Optional)

4. Identify what right(s) you are pursuing and, in the space below, describe the specific information/action you are requesting. Please provide as much detail as possible, such as relevant dates, references, etc.

The right of access

The right to rectification

The right to erasure

The right to restrict processing.

The right to data portability

The right to object

The right not to be subject to decisions based solely on automated decision-making

Please note that if you are making an Action Request and the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Other types of data subject requests are subject to certain conditions and exceptions. We will let advise you in writing if we believe that your request fails to meet the requirements of the GDPR in whole or in part.

In most circumstances, PNC will provide you with a copy of the information requested free of charge. However, PNC may be permitted to charge a reasonable fee if a request is repetitive or manifestly unfounded or excessive. PNC also may charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

5. Previous Data Subject Action Requests (if relevant)

Please note – This section only applies if PNC has made a previous data subject action request (DSAR) disclosure for you.

Date of previous DSAR:	_____
Reference number of previous DSAR:	_____
Name previous DSAR was made under:	_____

6. Declaration

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above, under the terms of the General Data Protection Regulation (GDPR).

Signature:	Date of request:
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What happens next?

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your DSAR and start processing your records.

If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once PNC has all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension to a maximum of three months and inform you within one month of your request. We also will inform you of the reason for the delay.

If you have sent us an invalid request (e.g., without proof, or context), we will return your request along with any enclosures and advise you why your application has been rejected.

Note that all information disclosed under a Data Subject Action Request is a file copy; originals are not provided.

Supplementing this application.

If after you have received the information you have requested you believe that:

- the information is inaccurate or incomplete; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware or to which you object; or
- we may have passed inaccurate information about you to someone else;

you should promptly notify the Ann Focer at ann.focer@pnc.com.