

Data Subject Access Request form

Under the Data Protection Act, 2024, individuals have the right to access personal data held about them by organizations. This Data Subject Access Request (DSAR) form enables you to exercise your rights by requesting confirmation of whether Access Bank processes your personal data, and if so, to obtain access to that data and related information.

Please complete this form with as much detail as possible to help us locate your data efficiently. You may also use this form to request rectification, erasure, restriction of processing, data portability, or to object to processing, as provided under the Act.

Access Bank will respond to your request within **30 days** of receiving a valid request and proof of identity. In complex cases, this period may be extended by an additional **60 days**, in which case you will be informed of the reason for the delay. A copy of our Privacy Statement is available at: <https://botswana.accessbankplc.com/privacy-policy>

DATA SUBJECT DETAILS	
Name	
Address	
Telephone Number	
Email Address	
Identification Provided (e.g. Omang, Passport,)	
Relationship with Access Bank	
Time Period (Give a date and time range of the personal information you are requesting)	
Reason for requesting this information (optional)	

Information About Your Request
<p>Describe the Personal information you are requesting in as much detail as possible.</p>
<p>Where possible, please provide details of specific individuals and/or departments who have access to this Personal information. This will enable us to access and release your information more promptly</p>
<p>If you are seeking Personal information that is currently held by Access Bank, please sign below to indicate that you are giving explicit consent for the Data Protection Officer to access your record.</p> <p>Signature _____ Date _____</p>



<p>How would you like the information to be released to you? Please tick</p>	<p>Hard Copy (by registered post): <input type="checkbox"/></p> <p>Electronic copy – Encrypted pdf. (by email): <input type="checkbox"/></p> <p>Collect in person: <input type="checkbox"/></p>
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Please return this form either to your nearest branch or to the data protection office at the following address:

Data Protection Manager

Access House Fairgrounds Office Park

Plot 62433 Gaborone