



**MY COMPANY**

Company name\*: \_\_\_\_\_

Registration number\*: \_\_\_\_\_ Activity: \_\_\_\_\_

Registered office address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Town: \_\_\_\_\_

Client company  
 Former Client company  
 Non-client company

Name of the business manager: \_\_\_\_\_

**MY PERSONAL INFORMATION**

Requester's Surname\*: \_\_\_\_\_

Requester's First Name\*: \_\_\_\_\_

Postal address\*: \_\_\_\_\_

Postcode\*: \_\_\_\_\_ Town\*: \_\_\_\_\_

Date of birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth\*: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Check and fill in all the fields relevant to your application - at least 1 of the following 3 tables - to exercise a right associated with your profile within your company

**1  REQUEST related to the applicant's status within the COMPANY**

**Your profile\***

- Legal representative / by proxy  
 Bank guarantee  
 Beneficial owner  
 Other: \_\_\_\_\_

**2  REQUEST related to the use of COMMERCIAL CARDS**

**Card type and associated profile**

- |   |  |
|---|--|
| Type of card*:                            | Profile*:  |
| <input type="checkbox"/> Corporate Card   | <input type="checkbox"/> Cardholder                                |
| <input type="checkbox"/> "Affaires" Card  | <input type="checkbox"/> Program Manager/Director                  |
| <input type="checkbox"/> "Carte Achat"    | <input type="checkbox"/> Legal Representative/Agent                |
| <input type="checkbox"/> Procurement Card | <input type="checkbox"/> Departmental or Directional Administrator |
| <input type="checkbox"/> Virtual Card     | <input type="checkbox"/> Procurement Manager                       |
| <input type="checkbox"/> Lodge Card       |  |

**3  REQUEST related to the use of a means of payment / electronic banking service**

**Your profile\***

- User  
 Operation Validator  
 Electronic banking contract  
Specify the electronic transmission channel used:  
.....

\*The personal data with an asterisk are areas required for processing within each selected request (1, 2 or 3)

## THE RIGHT I WISH TO EXERCISE

I wish to exercise my right *(please check the boxes)*:

**To access my personal data**

**To rectify my personal data**

*Please indicate the personal data which you would like to rectify*

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**To delete my personal data**

*With regard to clients, the majority of the information is kept for the duration of the contractual relationship and for 10 years after the end of the contractual relationship.*

*Regarding prospective clients, the information is kept for 3 years from their collection or from the time of our last contact*

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**To limit the processing of my personal data**

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**To oppose the processing of my personal data for reasons related to my particular situation**

*In order to review your request, please fill in the reasons justifying your opposition*

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**To the portability of my personal data**

*As a banking institution, we have the mission to accompany you and advise you in your best interests.*

*The BNP Paribas Group attaches great importance to the protection and confidentiality of your personal data.*

**For this reason, please note that the data that will be provided to you corresponds to the data we have collected and depending on the case, your surname, first name, date and place of birth, nationality, marital status, postal address, telephone, e-mail, professional situation, and if applicable the registration number and the name of your company**

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## SUPPORTING DOCUMENTS

*Please attach to your application a photocopy of the following item(s):*

**Proof of identity (required)**

*In the case of the national identity card, a double-sided photocopy must be provided*

**Other supporting documents (optional)**

*You can also attach any justifying document to support your request*

## THE RESPONSE TO MY REQUEST

The answer to your request will reach you by postal mail to the address which you communicated in this form as soon as possible

*For security and privacy reasons, BNP Paribas does not share your unencrypted personal information through public e-mail*

You can exercise the rights listed above by downloading this form and sending it by mail to:

BNP Paribas  
APAC TDC Val de Marne, TSA 30233  
94729 Fontenay-sous-Bois Cedex

The personal data collected in this form are processed by BNP Paribas, responsible for processing, to respond to your request for the exercise of a right on the basis of our legal and regulatory obligations. Personal data with an asterisk are mandatory, if you do not provide them, then we will not be able to process your request.

Unless specifically requested, the data provided in this form are those processed by the bank for business purposes only. BNP Paribas makes other forms available to access the data collected or processed by the bank via different sites<sup>(1)</sup> made available to private individuals

We may submit your data to: entities of the BNP Paribas Group, the list of which is available on the website [group.bnpparibas/discover-the-group/bnp-paribas-monde](http://group.bnpparibas/discover-the-group/bnp-paribas-monde); service providers and subcontractors performing services on our behalf; independent agents, intermediaries or brokers; commercial and banking partners; financial authorities, judicial or state agencies, public bodies on request and within the limits of what is permitted by the regulations, certain regulated professions such as lawyers, notaries, auditors.

In case of transfer to a country outside of the European Economic Area, your personal data will be transmitted to a country with an adequate level of protection recognized by the European Commission. Otherwise, we rely on either the establishment of appropriate safeguards to ensure the protection of your personal data, or a waiver applicable to the situation.

To obtain a copy of these texts or to know how to access them but also if you have questions concerning the use of your data, you can contact the Data Protection Officer by mail addressed to BNP Paribas, Data Protection Officer BDDF, Levallois-Perret (92300), 20 Avenue Georges Pompidou.

This personal data may give rise to the exercise of the right of access, rectification, deletion, limitation of processing, portability of your data, to define guidelines applicable after death, by mail addressed to BNP Paribas , APAC TD C Val de Marne, TSA 30233, 94729 FONTENAY SOUS BOIS CEDEX or on our sites<sup>(1)</sup> You can also object to the processing of your data. In addition, you are entitled to lodge a complaint with the competent supervisory authority such as the CNIL (« *Commission Nationale de l'Informatique et des Libertés* », French Data Processing Commission).

This data from this application is kept for 5 years. For further information, please refer to the Personal Data Protection Notice that has been provided to clients. This document is available at the Agency and on our websites<sup>(1)</sup>

Completed at: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(1) List of our sites: [mabanque.bnpparibas](http://mabanque.bnpparibas), [banqueentreprise.bnpparibas](http://banqueentreprise.bnpparibas), [mabanquepro.bnpparibas](http://mabanquepro.bnpparibas), [mabanqueprivee.bnpparibas](http://mabanqueprivee.bnpparibas), [hellobank.fr](http://hellobank.fr)  
List of our sites for commercial cardholders: [cartesentreprise.bnpparibas.com](http://cartesentreprise.bnpparibas.com), [corporatecards.bnpparibas.com](http://corporatecards.bnpparibas.com), [secure.service-carte-achat.com](http://secure.service-carte-achat.com), [commercialcards.bnpparibas.com](http://commercialcards.bnpparibas.com), [travelaccount.bnpparibas.com](http://travelaccount.bnpparibas.com), [procurementcard.bnpparibas.com](http://procurementcard.bnpparibas.com)