

# Individual Rights Request Form



If you reside in a location that grants specific rights to your personal information, you may exercise one of these rights by completing this form and returning it:

- via **email** to [DataProtectionOfficer@franklintempleton.com](mailto:DataProtectionOfficer@franklintempleton.com) or
- via **post** to your nearest Benefit Street Partners Ltd. office and mark "FAO: Data Protection Officer".

Benefit Street Partners Ltd. will address your request within the applicable legal timeframe, upon receipt of this completed form.

## 1. Requestor Details (Required fields marked with an asterisk\*)

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other Title		
*First Name(s)		*Last Name(s)			
*Address					
*City/Town			Region		
*Post Code		*Country		Date of Birth (DD/MM/YYYY)	
*Contact Number		*Email			

## 2. Relationship to Benefit Street Partners Ltd. (Only applicable to individuals)

Please select all applicable relationships you have with Benefit Street Partners Ltd. We may request additional identification according to the details of your request.

<input type="checkbox"/> Existing Client	Client Reference Number	
<input type="checkbox"/> Former Client	Client Reference Number	
<input type="checkbox"/> Existing Distributor/Broker	Broker Number	
<input type="checkbox"/> Former Distributor/Broker	Broker Number	
<input type="checkbox"/> Employee/Ex-employee		
<input type="checkbox"/> Other		

(Please provide further details on your relationship with Benefit Street Partners Ltd., e.g., prospect, vendor, etc.)

## 3. Request

Please check the relevant box(es) to indicate the purpose of your request and provide further details in the fields below, if applicable.

- |   |  |
|---|--|
| <input type="checkbox"/> Right to access        | <input type="checkbox"/> Right to object to data processing activities |
| <input type="checkbox"/> Right to rectification | <input type="checkbox"/> Right to restriction of processing            |
| <input type="checkbox"/> Right to be forgotten  | <input type="checkbox"/> Right to data portability                     |

Please provide additional details below to allow completion of your request:

## 4. Signature

<div></div>	<div></div>	<div></div>
Name of Requestor <small>(Your name)</small>	Signature of Requestor	Date <small>(DD/MM/YYYY)</small>

## 5. Guidance Notes

### Introduction

Please read this information carefully as it provides guidance on how to complete each section and will allow Benefit Street Partners Ltd., as part of the Franklin Templeton group of companies (FT), to respond to your request appropriately.

### Section 1 – Requestor Details

Provide the required information, marked with an asterisk, to help us identify you and respond to your request appropriately. Please provide an email address and a phone number where we may contact you for further information or clarification regarding your request.

### Section 2 – Relationship to Benefit Street Partners Ltd.

Please select the type of relationship you currently have with Benefit Street Partners Ltd. or had in the past. If none of the options reflect your interactions with Benefit Street Partners Ltd., then select 'Other' and enter your own description of why Benefit Street Partners Ltd. would hold your personal information. This information helps Benefit Street Partners Ltd. identify you and route the request to the area of the business most suited to dealing with your request.

- **Existing and Former Clients/Investors:** Please provide a 'Client Reference Number' (such as a portfolio reference number, account number, etc.). These fields are not mandatory but are unique references used by Benefit Street Partners to identify you and will therefore enable Benefit Street Partners Ltd. to respond to your request more rapidly.
- **Existing and Former Distributors/Brokers/Independent Financial Advisors:** Please provide a 'Broker Number' to help us identify you and locate your information as quickly as possible.

### Section 3 – Request

Your individual rights may vary based upon where you reside, what personal information Benefit Street Partners Ltd. holds about you, and the purpose for processing that information. We are committed to fulfilling any applicable rights you have according to the relevant laws and regulations governing your location.

Select the type of request you would like to make, summarised below:

- **Right to access** – This right may allow you to confirm whether Benefit Street Partners Ltd. is processing your personal information and may also include the right to obtain a copy of your personal information. Benefit Street Partners Ltd. will fulfil this right according to applicable laws, which generally results in Benefit Street Partners providing a template detailing what personal information we hold, and when requested and applicable, sending you a copy of your personal information. Results are sent to you in the same manner we receive your request.
- **Right to rectification** – This right allows you to request that Benefit Street Partners update, amend or correct inaccuracies in your personal information. There may be existing processes to request changes, such as address and name changes, that are more appropriate than the Individual Rights Request process. Please include the detail of which personal information elements you wish to update.
- **Right to deletion ("to be forgotten")<sup>1</sup>** – This right allows you to request that Benefit Street Partners Ltd. delete or anonymize your personal information. Benefit Street Partners Ltd. can only delete or anonymize your personal information if it falls within the bounds of applicable regulations.
- **Right to object to/opt out of data processing activities** – This right allows you to request that processing activities relating to your personal information be stopped. Please include the details of which processing activity(ies) you are objecting to. This right may include:
  - profiling in furtherance of solely automated decisions that produce legal or similarly significant effects concerning you;
  - that you may also have the right to opt out of direct marketing/targeted advertising. To do so, please visit our website's privacy notice page and click the "Change Your Cookie Settings" button to opt out of tracking cookies.
- **Right to restriction of processing** – This right allows you to request a temporary restriction of processing activities. Please include details of the processing activity(ies) you wish to restrict and why.
- **Right to data portability** – You can request that Benefit Street Partners Ltd. electronically transfer your personal information (which you provided to Benefit Street Partners Ltd.) to another company. Benefit Street Partners Ltd. will provide your personal information in a .csv format via secured email or secured postal delivery.

### Section 4 – Signature

Please sign and date the request form and return the completed form to Benefit Street Partners Ltd., as noted below.

**MAKE A PHOTOCOPY OF THE COMPLETED FORM FOR YOUR RECORDS**

#### Via Email

To [DataProtectionOfficer@franklintempleton.com](mailto:DataProtectionOfficer@franklintempleton.com).

#### Via Mail

To your nearest Benefit Street Partners Ltd. office and mark "FAO: Data Protection Officer".

For a full list of our offices, please visit:

<https://www.bspcredit.com/international/contact-us/>.

<sup>1</sup> Benefit Street Partners Ltd. will not action this right for anyone who is in an ongoing active client/investor relationship with Benefit Street Partners Ltd., or for a requestor who previously granted consent for marketing activities and has not revoked that consent.