

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 or

- via post to your nearest Alcentra office and mark "FAO Data Protection Officer".

Alcentra will address your request within the applicable legal timeframe, upon receipt of this completed form.

1 REQUESTOR DETAILS (Required fields marked with an asterisk)

☐ Mr. ☐ Mrs. ☐ Ms. ☐ 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 ALCENTRA (Only applicable to individuals)

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

☐ Existing Client Client Reference Number: _____

☐ Former Client Client Reference Number: _____

☐ Existing Distributor / Broker Broker Number: _____

☐ Former Distributor / Broker Broker Number: _____

☐ Employee / Ex- Employee

☐ Other _____

(Please provide further details on your relationship with Alcentra, 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.

☐ Right to access ☐ Right to object to data processing activities

☐ Right to rectification ☐ Right to restriction of processing

☐ Right to be forgotten ☐ Right to data portability

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

4 SIGNATURE

Name of Requestor (your name) Signature of Requestor Date (DD/MM/YYYY)

Introduction

Please read this information carefully as it provides guidance on how to complete each section and will allow Alcentra 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 Alcentra

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

- **Current 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 Alcentra to identify you and will therefore enable Alcentra to respond to your request more rapidly.
- **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 Alcentra 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 Alcentra is processing your personal information and may also include the right to obtain a copy of your personal information. Alcentra will fulfil this right according to applicable laws, which generally results in Alcentra 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 Alcentra 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")*** – This right allows you to request that Alcentra delete or anonymize your personal information. Alcentra can only delete or anonymize your personal information if it falls within the bounds of applicable regulations.
**Alcentra will not action this right for anyone who is in an ongoing active client/investor relationship with Alcentra or for a requestor who previously granted consent for marketing activities and has not revoked that consent.*
- **Right to restriction of processing** – This right allows you to request a temporary restriction of processing activities. Please include detail of the processing activity(ies) you wish to restrict and why.
- **Right to object/opt out of data processing** – This right allows you to request that processing activities relating to your personal information be stopped. Please include the detail of which processing activity(s) 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 data portability** – You can request that Alcentra electronically transfer your personal information (which you provided to Alcentra) to another company. Alcentra 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 Alcentra as noted below.

MAKE A PHOTOCOPY OF THE COMPLETED FORM FOR YOUR RECORDS

EMAIL

DataProtectionOfficer@franklintempleton.com

MAIL

To your nearest Alcentra office and mark "FAO Data Protection Officer"

For a full list of our offices, please visit:

<https://www.alcentra.com/contact/general/>