Access Request Form

I. APPLICATION TO ACCESS PERSONAL DATA
Under the Information and Electronic Transaction Law 2008 (“Law”) and Personal Data Protection Regulation 2016 (“Regulation”), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year. Please note that exemptions may apply pursuant to the Law and Regulation. Please complete this form and submit it in person or by registered post: Data Privacy Protection Officer BMW Indonesia The Plaza Office Lower 21st Floor Jalan M.H. Thamrin Kav. 28-30 Jakarta 10350 Alternatively, you can email the completed form to us: contact.id@bmw.co.id

II. PARTICULARS OF REQUESTOR	
Name of requestor:	
Contact number:	Email address:

III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

To enable us to process your access request efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time, etc.).	
IV. DECLARATION	
By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.	
Name & Signature	**Date**

Proof of Identity

Upon receiving your completed Access Request Form, we may require further identification or documentation to verify your identity before we may lawfully disclose to you the information you requested.

Timeline of Processing

Having received and verified your identification and documentation, we shall endeavor to respond to your request within thirty (30) days. In the event we need more time to collect, verify and compile the requested information, we shall inform you of the additional time needed via the contact information you provided in this Access Request Form.

Exemption Applicable the Right of Access

We would like to highlight to you that, pursuant to the Law and Regulation, we are forbidden to fulfil your request of access if the provision of that personal data or other information, as the case may be, could reasonably be expected to:

1. threaten the safety or physical or mental health of another individual;
2. cause immediate or grave harm to your safety or to your physical or mental health;
3. reveal personal data about another individual;
4. reveal the identity of an individual who has provided personal data about another individual and the individual providing the personal data does not consent to the disclosure of his/her identity; or
5. be contrary to the national interest.

We are not required to fulfil your request of access in respect of the following matters:

1. opinion data kept solely for an evaluative purpose;
2. any examination conducted by an education institution, examination scripts and, prior to the release of examination results, examination results;
3. the personal data of the beneficiaries of a private trust kept solely for the purpose of administering the trust;
4. personal data kept by an arbitral institution or a mediation center solely for the purposes of arbitration or mediation proceedings administered by the arbitral institution or mediation center;
5. a document related to a prosecution if all proceedings related to the prosecution have not been completed;
6. personal data which is subject to legal privilege;
7. personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of our organization;
8. personal data collected, used or disclosed without consent, for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed;
9. the personal data was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he was appointed to (i) under a collective agreement under the Industrial Relations Law or by agreement between the parties to the mediation or arbitration; (ii) under any written law; or (iii) by a court, arbitral institution or mediation center; or
10. any request — (i) that would unreasonably interfere with the operations of our organization because of the repetitious or systematic nature of the requests; (ii) if the burden or expense of providing access would be unreasonable to our organization or disproportionate to the individual's interests; (iii) for information that does not exist or cannot be found; (iv) for information that is trivial; or (v) that is otherwise frivolous or vexatious.