

Document Title: Data Subject Request Form Template

Data Subject Request Form

- This Data Subject Request Form is intended for individuals to submit requests regarding their Personal Data processing with Abdul Latif Jameel United Finance (ALJUF).
- As per the Personal Data Protection Law (PDPL), personal data is any information that can lead to identification of a particular individual, either directly or indirectly. This can include information such as your phone numbers, email addresses, name, etc. This also includes any sensitive information such as your race, ethnicity, biometrics, criminal records etc. Additionally, processing of personal data means any action performed on someone's personal information, either manually or automatically. This can include activities like collecting, saving, using, and disclosing etc. of data.
- This form covers the Request Access to Personal Data, Request Personal Data in a Portable Format, Rectification/Correction of Personal Data, and Erasure/Destruction of Personal Data and Withdrawal of Consent
- All requests made through this form must comply with the PDPL and its Implementing Regulations.

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1- Data subject Details

Full Name			
Email Address			
Phone Number <i>(optional)</i>			
Are you the data subject? <i>(Are you the person whose personal data is with ALJ)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, are you the legal guardian of the data subject, acting on behalf of the data subject?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Institution concerned in your request	<input type="checkbox"/> ALJUF		
What is your relationship with ALJ?	<input type="checkbox"/> Client	<input type="checkbox"/> Vendor	<input type="checkbox"/> Employee <input type="checkbox"/> Other
	<input type="checkbox"/> Service provider	<input type="checkbox"/> Visitor	
	Specify other:		
Identity documentation	<i>[please upload a proof of identity or email us at (*Privacy@aljfs.com*)]</i>		
Request Type	<input type="checkbox"/> Requesting Rectification/Correction of Personal Data	<input type="checkbox"/> Requesting Erasure/Destruction of Personal Data	<input type="checkbox"/> Consent Withdrawal
	<input type="checkbox"/> Request Access to Personal Data	<input type="checkbox"/> Request Personal Data in a Portable format	

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For us to assist you with your request, please ensure that you provide adequate proof of identity. If, during the verification process, we find that your identity cannot be confirmed or if there is any reason to believe that your identity does not match the data subject whose personal data we have, or that you are not the legal guardian of the data subject, we reserve the right to not entertain your request.

2- Description

Identify what right(s) you are pursuing and, in the space provided below, please describe the specific information/action you are requesting against each right(s) you are exercising:

Request Access to Personal Data

(You have a right to access your personal data in our possession. However, the request to access data may not be fulfilled in the event:

- a) if doing so will harm the rights of others like Intellectual Property or trade secret*
- b) if doing so will reveal the identity of another individual)*

Request Personal Data in a Portable Format

(You have a right to request a copy of your personal data in a readable and clear format, either electronic or hard copy. However, the request to access data may not be fulfilled in the event:

- a) if doing so will harm the rights of others like Intellectual Property or trade secret*
- b) if doing so will reveal the identity of another individual)*

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Requesting Rectification/Correction of Personal Data

(You have the right to request corrections or updates to your personal data in our possession, as well as to request restrictions on its processing until it is accurately updated. However, your request to access data may not be fulfilled if doing so would violate the PDPL and its regulations.)

Requesting Erasure/Destruction of Personal Data

(You have the right to request the destruction of your personal data in our possession, ceasing its processing. Additionally, if you initially consented to the processing of your personal data, and we rely on that consent, withdrawing it will automatically prompt the destruction of your personal data held by us.)

Consent Withdrawal

(You have the right to withdraw your consent at any time, which will stop all processing of your personal data that relied on consent as its legal basis. It's important to note that withdrawing consent does not make previous processing based on that consent unlawful. Moreover, withdrawing consent will not impact the processing of personal data based on other legal bases.)