

Data Subject - Request Form	
1. Introduction	
<p>Please complete this form to acknowledge/fulfill the request record by you. You are currently entitled to receive this information under the Personal Data Protection Law Bahrain (PDPL)/ EU GDPR. We will also provide you with information about any processing of your personal data that is being carried out. We will acknowledge the request within 15 business days of the request received. However, fulfilling the request may be extended by further two months where necessary, taking into account the complexity and number of the requests. Also, during the processing of the request we (Alubaf) might reach out to you in order to get further information. If we don not receive the requested information within next two business days then application would be considered as rejected..</p>	
2. Date of request	
<Date on which data subject requested the information>	
3. Intended date of response	
<Date on which information is intended to be shared with data subject>	
4. Details of data subject requesting information	
Full name	
Address	
Contact Telephone Number	
Email Address	
5. Are you the data owner?	
6. In case of no, kindly mention your relationship waith data owner	
7. In case of others, please state your exact relationship with data owner	
8. Proof of Identity (If you are a data owner)	

7. In case of others, please submit your valid identity proof?	
9. Proof enclosed that you are legally authorized to receive this information on behalf of data owner	
10. Relationship with Alubaf	
11. In case of others, please state your exact relationship Alubaf	
12. What Information are you seeking:	Others
13. In case of others, please state what else information you are seeking	
14. Action on the information	
15. In case of others, please state your action which you want to perform on the information	
16. State your exact request relating your personal data. If you want all your personal data kindly provide period and context for which such personal information is requested	
17. How do you want the information to be shared?	

18. What preferred channel you want Alubaf to communicate information with you?	
<u>Terms & Conditions</u>	
<p>Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can share that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. In such cases you are entitled to lodge a complaint to supervisory authority and seek judicial remedy.</p> <p>While in most cases we will provide you with copies of the information you request free of cost, we nevertheless reserve the right to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”.</p>	
19. Declaration	
<p>I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application is true. I understand that it is necessary for the organization to confirm my (data subject’s) identity and it may be necessary to obtain more detailed information in order to validate my identity and locate the correct personal data.</p>	
Signature	Date
20. Attachment List:	
<ol style="list-style-type: none"> 1. <Proof of Identity of Data Subject> 2. <Proof of identity of applicant> (if applicable) 3. <Authorization from data subject to act on their behalf> (if applicable) 	