|  |
| --- |
| The personal data required in this form is necessary for Geidea to process your Data Subject Action Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and to respond to your request in accordance with the Personal Data Protection Law (PDPL). It may be shared with our legal and administrative teams for processing and preparing a response, in line with the Data Sharing Policy and Procedure. Your information will be stored securely until all relevant procedures are completed. |

# Details of the person requesting the information:

|  |  |
| --- | --- |
| **Full Name:** | **Former Names** (if applicable)**:** |
| **Current Address:** | **Former Address** (including dates of change)**:** |
| **Date of Birth:** | **E-mail Address** (optional)**:** |
| **Contact Phone Number:** | |

# Are you the Data Subject? (check box that applies).

|  |  |
| --- | --- |
|  | I am the Data Subject and enclose evidence of my identity and address. |
|  | I am not the Data Subject but am acting on the Data Subject’s behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity and address. |

To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the PDPL.

The nature of the identification required will depend on the nature of your request and your relationship with Geidea. For example, if you are a Geidea employee or fee earner, please provide your employee number or other work-related information that can be used to identify you. If you are a third party with no affiliation with Geidea, please provide at least two forms of identification sufficient to authenticate your identity and physical address.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

**To help us respond to your request, please identify your relationship with Geidea:**

|  |
| --- |
|  |

If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested personal data.

# Details of the Data Subject (if different than No.1 you are not the Data Subject)

|  |  |
| --- | --- |
| **Full Name:** | **Former Names** (if applicable)**:** |
| **Current Address:** | **Former Address** (including dates of change)**:** |
| **Date of Birth:** | **E-mail Address** (optional)**:** |
| **Contact Phone Number:** | |

# Identify What Right(S) You Are Pursuing And, In the Space Provided Below, Describe the Specific Information/Action You Are Requesting.

Please provide as much detail as possible, such as relevant dates, references, etc. For further information regarding the rights of individuals in relation to their personal data, please see Section **“Your Rights Regarding Processing of Your Personal Data”** of our Privacy Notice.

|  |  |  |
| --- | --- | --- |
| **A.** |  | **The Right of Access to Personal Data** (Check the box If you wish to exercise this right) |
|  |  | |
|  |  | |
| **B.** |  | **The Right of Access to Personal Data** (Check the box If you wish to exercise this right) |
|  |  | |
|  |  | |
| **C.** |  | **The Right to Request Access to Personal Data** (Check the box If you wish to exercise this right) |
|  |  | |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **D.** |  | **The Right to Request Correction of Personal Data** (Check the box If you wish to exercise this right) |
|  |  | |
|  |  | |
| **E.** |  | **The Right to Request Destruction of Personal Data** (Check the box If you wish to exercise this right) |
|  |  | |
|  |  | |
| **F.** |  | **The Right to Withdraw my Consent for Processing my Personal Data** (Check the box to exercise this right) |
|  |  | |
|  |  | |
| **G.** |  | **The Right to Request Restriction of Personal Data Processing in Case of Inaccuracy** |
|  |  | |
|  |  | |

Please note that if you are making a Data Subject Action Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested 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. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

Other types of Data Subject Action Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Action Request fails to meet the requirements of the PDPL in whole or in part.

In most circumstances, Geidea will provide you with a copy of the information requested free of charge. However, Geidea may be permitted to charge a reasonable fee if a Data Subject Action Request is repetitive or manifestly unfounded or excessive. Geidea also may charge a reasonable fee to comply with Data Subject Action Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

# Previous Data Subject Action Requests (if applicable)

**Please note – This section only applies if Geidea has made a previous Data Subject Action Request (DSAR) disclosure for you.**

|  |  |
| --- | --- |
| **Date of previous DSAR:** |  |
| **Reference number of previous DSAR:** |  |
| **Name previous DSAR was made under:** |  |

# Declaration

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of the PDPL.

|  |  |
| --- | --- |
| **Signature:** | **Date of Request:** |

|  |  |  |
| --- | --- | --- |
| **What Happens Next?**  If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Action Request and start processing your records.  If your request is valid but we are unable to identify you, we will advise you of this and request additional information.  Once Geidea has all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension to a maximum of one month and inform you. We also will inform you of the reasons for the delay.  If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.  Note that all information disclosed pursuant to a Data Subject Action Request is a file copy; originals are not provided.  **Supplementing This Application.**  If after you have received the information you have requested you believe that:   * The information is inaccurate or incomplete; or * We should no longer be holding that information; or * We are using your information for a purpose of which you were unaware or to which you object; or * We may have passed inaccurate information about you to someone else;   you should promptly notify the Geidea Data Management Office by email or post to:   * Riyadh - Al Sulaimaniyah Dist - Prince Abdul Aziz Bin Musaid Bin Jalawi - Canary Center - Geidea Co - Data Management Office. | | |
| * Email: gdmo@geidea.net | * National Address: RHSB7304 | * Phone: 011 465 2881 |