JS BANK

Subject Rights Request Form

JS Bank Bahrain • Version 1.0 • Bahrain Personal Data Protection Law

Form ID: _____

Internal Use Only

You are entitled to practice your request rights which fall under Bahrain's Personal Data Protection Law. We will use your information provided within this form to identify the requested personal data and respond to your request. In order to allow us to promptly respond to your request, kindly fill and complete this form.

SECTION 1: DETAILS OF THE INDIVIDUAL REQUESTING INFORMATION

Title	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (_____)		
First Name		**Last Name**	
Address			
Phone Number		**Email Address**	

SECTION 2: PROOF OF IDENTITY

Please attach at least a proof of one of the following either in photocopy or scanned format, so that we can make sure that we are providing the information to the right person: National identification card, passport, driving license, birth certificate, marriage certificate, photo id. *Please note: If you failed to provide proof of identity we will not be able to proceed with your request.*

☐ **Yes, I am requesting for information on my behalf**

☐ **No, I am requesting for information on behalf of someone else**

If you are requesting for information on behalf of someone else:

1. Kindly select one of the following to provide us with your relationship with that individual:

☐ Parent ☐ Guardian ☐ Legal Representative ☐ Other (Please specify: _____)

2. Kindly provide the below details on the data subject:

Title	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (_____)		
First Name		**Last Name**	
Address			
Phone Number		**Email Address**	

3. Please attach the authorization letter (we may request for further proof of identity if required).

*Data Owner: Person who JS Bank Bahrain holds and processes his/her personal data.

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Subject Rights Request Form (Continued)

SECTION 4: DETAILS ON THE TYPE OF YOUR REQUEST

Please select the type of your request:

- ☐ Receive a confirmation from us on your personal data that we are holding and processing
- ☐ Access your personal data
- ☐ Amend your personal data, if it is inaccurate or incomplete
- ☐ Remove your personal data. Please select any of the following reasons for deletion:
  - ☐ The purpose of which your data has been collected is no longer valid
  - ☐ You wish to withdraw your consent
  - ☐ Your personal data is processed in an unlawful basis
  - ☐ You complaint on the processing taking into account the lack of legitimate interest for continuing processing
  - ☐ Deletion is necessary for compliance with the law
  - ☐ Your data is inaccurate
  - ☐ Other reason (Please specify: _____)
- ☐ Block or restrict further processing of your personal data
- ☐ Submit a complaint. Please select the reason of submitting your complaint:
  - ☐ Your personal data is being used for the purpose of direct marketing
  - ☐ Your personal data is being used for the purpose of making a decision which is based on automated processing including profiling where such processing may have legal ramifications or significantly affect your rights.
  - ☐ Other reason (Please specify: _____)
- ☐ Withdraw your consent to processing or transferring your personal data for specific reason. (Please specify the reason: _____)

SECTION 5: DETAILS ON THE REQUESTED INFORMATION

1. Kindly provide us with justification and details on your request:

Please note the following:

1. As much as you provide information it will help us in identifying the required information.
2. In case the requested information will lead to someone else information reveal, we will request for a consent from that person prior to providing you with the request information.
3. In case the requested information will affect others' rights and freedoms, we will not provide you with the requested information and will inform and provide you with justified reasons.

2. Please select if you would like to receive any of the following information:

- ☐ Details on the categories of your personal data which are used for processing
- ☐ Why JS Bank Bahrain processes your personal data
- ☐ Who receives and have access to your personal data
- ☐ What is the source of your personal data

SECTION 6: DETAILS ON HOW WE WILL PROCESS YOUR REQUEST

1. Our Privacy Coordinator (PC) will respond to your request within 15 business days of receiving the request on whether we are processing your personal data.
2. If there are any incomplete details within your request, our Privacy Coordinator will notify you within 10 days of receiving the request to complete the request. Post the given period, our Privacy Coordinator can reject your request if the data is being processed:
   a. If the data subject has submitted incomplete information. The Privacy Coordinator will request for required information within 10 days of having received the request from the data subject.
   b. If the request received from the data subject that entails arbitrary use of his/her right to know.
3. Your request will be processed for free of charge.

> Please note that you have the right to lodge a complaint to Bahrain's Personal Data Protection Authority if our response is unsatisfactory.

SECTION 7: DECLARATION

I hereby acknowledge that the information given to JS Bank in this form is accurate and correct and I fully understand that it is important for them to confirm my identity and/or data subject's identity and my request for more details to identify and locate the requested personal data.

Name		**Date**	
Signature			

SECTION 8: ATTACHMENTS

Below are the documents that shall be attached in this form:

1. Proof of your identity (refer to section 2)
2. Proof of the data subject identity (refer to section 2)
3. If applicable, authorization letter from the data subject to act on his/her behalf.

> **Form Submission Channel**
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> Post the completion of the form, please return it as physical document or electronically through email to:
> **JS Bank Limited** — Bahrain Financial Harbour, West Tower, Level 45, P.O. Box 60507, Manama, Kingdom of Bahrain
> **Email Address:** Privacy@jsbl.com • **Direct Phone Number:** +973 17104600