



Saudi Fransi For Finance Leasing “J-B”

Data Subject Request Form



Introduction

Background

Data Subject Request Form template is designed for receiving any type of request from a Data Subject or other individual or legal entity regardless of their communication channel type.

This Data Subject Request Form should be used to submit a Data Subject Request under the provisions of the Saudi Arabia Personal Data Protection Law ("KSA PDPL").

The Personal Data required by this form is necessary to process your Data Subject Request. The information shared by Data Subjects in this form will only be used to identify the Personal Data requested and for responding to requests following the KSA PDPL.

Ownership

The Data Subject Request Form is owned by J-B's Data Privacy Office and should be maintained and updated regularly.

Purpose

Data Subject Request Form will act as a "receipt of formal request" and will be used for logging and validation.

Data Subject Request Form

Mandatory Details

1. Data Subject Details	
Full name	
Contact Number	
Email ID	
Current Address	
Location (while your data was processed by J-B)	

2. Data Subject whose information is being requested	Yes /No
Are you requesting access to your own Personal Data? (If Yes, Answer section 4)	

Are you requesting access to Data about someone else on their behalf? (If Yes, Answer section 3)	
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3. If the Request is made on behalf of the Data Subject	
Full name	
Contact Number	
Email ID	
Current Address	
Relationship with Data Subject	<i>i.e., Mother, Father, Guardian, Legal Representative, Third Party, Agent, or Others (Please specify)</i>
Proof of entitlement	<i>i.e., Power of attorney or guardianship, Letter of Authority, Lasting or Enduring Power of Authority, Evidence of parental responsibility (Go to the "Insert" tab and add attachment through the "Object" button)</i>

4. Relationship with J-B & Proof of ID	
Relationship with J-B	<i>What is your relationship (existing or previous) with J-B i.e., Employee, Customer, Third Party / Contractor, Other (please specify)</i>
Proof of your ID	<i>Go to the "Insert" tab and add an attachment through the "Object" button)</i>

Type of Request

(Please select the type of request you wish to raise)

Right to be Informed

Data Subjects have the right to be informed, which includes informing them of the valid legal or practical justification for collecting their Personal Data, and the purpose of collecting the Personal Data.

Please provide details below of any specific items of Personal Data that you would like to know about how J-B processes.



For more information about how your Personal Data is being processed by J-B, please have a look at the description in our Privacy Notice to understand the types of Personal Data that J-B is collecting, processing, storing, transferring, or disclosing as part of this Right to be Informed Request.

Right to have Access to Personal Data

Data Subjects have the right to have access to their Personal Data available to J-B, which includes accessing it and obtaining a copy thereof in a format that is clear and identical to the content of the records and free of charge.

Please provide details below of any specific personal information that you want to see as part of a Data Subject Access Request.

Right to Request Correction, Completion or Updating Personal Information

Data Subjects have the right to request correction, completion or updating of their Personal Data available to J-B.

Please provide details of the Data that you wish to be corrected or updated below, together with an explanation as to why the Data must be rectified (i.e., “What data would you like to have rectified” and “Why)

Right to Request Destruction of Personal Data

Data Subjects have the right to request destruction of their Personal Data available to J-B, which is no longer needed for the purpose it was originally collected.

Please indicate which of the following reasons you are relying upon.

Reasons of request	Yes/No
You believe that your Personal Data is no longer necessary for the purposes for which it was collected or otherwise processed.	
You wish to withdraw your consent to J-B, and you believe that J-B relies solely on that consent and has no other legal ground for processing that Personal Data.	

Please provide full details of the Personal Data that you believe should be deleted and where appropriate action should be taken by J-B to destroy such Personal Data.

Right to Withdraw Consent

Data subjects have the right to withdraw their consent where Personal Data may not be processed, or the purpose of processing is changed without the consent of the Data Subjects. In addition, Data Subjects have the right to restrict processing and withdraw their consent – at any time – unless statutory or judicial requirements require otherwise

You may withdraw your consent at any time, to the retention/storage/processing of your Personal Data in case there is no other legal ground for the processing.

Grounds of request	Yes/No
You withdraw your consent for J-B to process your Personal Data for the purposes of direct marketing (opt-out).	
You wish to withdraw your consent to J-B for processing your Personal Data, and you believe that J-B relies solely on that consent and has no other legal ground for processing such Personal Data.	

J-B processes the Personal Data on the grounds that it is necessary for the purposes of the legitimate interests pursued by J-B. You contend that such interests are:

- i. Not legitimate, or
- ii. Overridden by your interests or fundamental rights and freedoms as the Data Subject.

Right to Request Access of Personal Data

Data Subjects have a right to obtain a copy of their Personal Data in a commonly used and machine-readable format. The format should be clear and identical to the content of the records, and it should be free of charge

Please provide details below of any specific items of Personal Data that you would like to receive that is processed by J-B.

If you wish to receive a copy of the information, please specify below the format you would like to receive such information from J-B.

How would you like to receive the information	Yes/No
Electronic format via email	
Hard copy via post	
Collect the hard copy of information in person	
View a copy of the information at J-B premises	