

# Data Subject Request

The personal data required by this form is necessary to enable the Abdul Latif Jameel United Finance Co. (ALJUF) to process your Data Subject Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with the Saudi Personal Data Protection Law ('PDPL'). It may be shared with our legal and administrative teams for and preparing a response, and it will be stored securely until the relevant procedures are completed.

## 1. Details of the person requesting the information:

Full Name:	Saudi ID or Muqem Number:
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	E-mail address:
Contact Phone Number:	

## 2. 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 you relationship with ALJUF. For example, if you are an employee of ALJUF, please provide your employee number or other work-related information that can be used to identify you. If you are a third party, please provide at least two forms of identification sufficient to authenticate your identity and physical address. ALJUF may also use your Absher registered mobile number to verify your identity through onetime password (OTP)

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 ALJUF: \_\_\_\_\_

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

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

Full Name:	Saudi ID or Muqem Number:
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	E-mail address :
Contact Phone Number:	

### 4. 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 our Privacy Notice Regarding the Processing of Personal Data about Clients and Other Business Contacts Pursuant to the PDPL:

[https://www.aljfinance.com/privacy\\_policy.aspx](https://www.aljfinance.com/privacy_policy.aspx)

A. The right of access

B. The right to rectification

C. The right to erasure or withdraw consent to process (*Please indicate below full erasure or just withdrawal*)

**D. The right to restrict processing**

**E. The right to data portability**

**F. The right to object**

**G. The right not to be subject to decisions based solely on automated decision-making**

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

In most circumstances, ALJUF will provide you with a copy of the information requested free of charge.

**5. Previous Data Subject Action Requests** (if applicable)

**Please note - This section only applies if ALJUF has made a previous Data Subject Request (DSR) disclosure for you.**

Date of previous DSR:	
Reference number of previous DSR:	
Name previous DSR was made under:	

## 6. 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 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 ALJUF 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 three months and inform you within one month of your request. 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 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 Privacy officer by email or post to:

Privacy Officer  
Abdul Latif Jameel United Finance Co.  
PO Box 54609  
Jeddah 21524  
Kingdom of Saudi Arabia  
Privacy@aljfs.com

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