

Please select the type of your request:

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|---|
| <input type="checkbox"/> Receive a confirmation from us on your personal data that we are holding and processing |
| <input type="checkbox"/> Access your personal data |
| <input type="checkbox"/> Amend your personal data, if it is inaccurate or incomplete |
| <input type="checkbox"/> Remove your personal data. Please select any of the following reasons for deletion: |
| <input type="checkbox"/> The purpose of which your data has been collected is no longer valid |
| <input type="checkbox"/> You wish to withdraw your consent |
| <input type="checkbox"/> Your personal data is processed in an unlawful basis |
| <input type="checkbox"/> You complaint on the processing taking into account the lack of legitimate interest for continuing processing |
| <input type="checkbox"/> Deletion is necessary for compliance with the law |
| <input type="checkbox"/> Your data is inaccurate |
| <input type="checkbox"/> Other reason (Please specify) |
| <input type="checkbox"/> Block or restrict further processing of your personal data |
| <input type="checkbox"/> Receive your personal data in structured, commonly used and machine readable format so that you can transmit/transfer it |
| <input type="checkbox"/> Submit a complaint. Please select the reason of submitting your complaint: |
| <input type="checkbox"/> Your personal data is being used for the purpose of direct marketing resulting in financial loss or moral damage to you |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> Other reason (Please specify) |
| <input type="checkbox"/> 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:

- As much as you provide information it will help us in identifying the required information.*
- In case the requested information will lead to someone else information reveal, Solidarity will request for a consent from that person prior to providing you with the request information.*
- In case the requested information will affect others' rights and freedoms, Solidarity 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 Solidarity 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 DPO will respond to your request within 15 days of receiving the request on whether Solidarity is processing your personal data.
2. If there is any incomplete details within your request, our DPO will notify you within 10 days of receiving the request to complete the request. Post the given period, our DPO can reject your request if the data is being processed:
 - a) If the data subject has submitted incomplete information. The DPO 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 your request was rejected.

Section 7: Declaration

I hereby acknowledge that the information given to Solidarity in this form is accurate and correct and I fully understand that it is important to Solidarity 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.

Post the completion of the form, please return it as physical document or electronically through email to:

Solidarity Bahrain B.S.C.
Seef Tower, P.O. Box 5282, Manama, Kingdom of Bahrain
Email Address: DPO@solidarity.com.bh
Direct Phone Number: +973 1758 5222