

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	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> 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.*

**Section 3: Are you the data subject?**

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	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> 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.*

### Section 4: Details on the type of your request

Please select the type of your request:

<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	The purpose of which your data has been collected is no longer valid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"/>	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
<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, we 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, 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.

<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

**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:**

JS Bank

Bahrain Financial Harbour, West Tower, Level 45, P.O. Box 60507, Manama, Kingdom of Bahrain

Email Address: [Privacy@jsbl.com](mailto:Privacy@jsbl.com)

Direct Phone Number: [+973 17104600](tel:+97317104600)