Subject Rights Request Form (Data owner request form)

Thank you for contacting Rafidain Bank (RB), which from here on will be referred to as “we” or “us”. To be able to facilitate your request, we would like you to offer some additional information about your request. We need to confirm your relationship with us and your identity, to avoid any personal data being disclosed to the wrong person.

For questions related to submitting a request, please contact RB Data Protection Officer by email: XXXX
When you have filled in this form, please send it to the Data Protection Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Please send your request to:

Email: BRC@Rafidainbank.bh

Mail (post): Dilmun Tower A, Shop 121, Building 123, Road 383, Block 304, Manama Center

1. IDENTITY AND AUTHORITY

Please fill in your current contact details

First Name Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your given name here

Last name Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your family name here

Address Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your full address here – street, zip code, city, country

Contact information Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your email address or phone number here

2. VERIFICATION OF IDENTITY AND AUTHORITY TO MAKE A REQUEST

Please attach credentials with which it is possible to verify your identity, such as a copy of your passport, driver's license, CPR, etc.

If you are acting on someone else's behalf, insert their information above, and please provide copies of both yours and that person's verification of identity, together with a power of attorney from the person authorizing you to make requests on their behalf.

Signature

_____

Please sign here

Relation to Rafidain Bank (RB)

Please indicate if you are:

☐A customer or an employee of RB

☐A supplier or an employee of RB

☐A current employee at RB

☐A current consultant for RB

☐A former employee of RB

☐A former consultant of RB

3. WHAT RIGHT DO YOU WANT TO EXERCISE?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail.

Please note that by exercising your rights, some collaborative processes can be affected.

Does any of the following alternatives describe what your request is about?

☐Withdraw consent	if you have given your consent to us for processing personal data relating to you, and wish to withdraw it. See section 4.1
☐Right of access	If you want a confirmation that we are processing personal data related to you, information about the processing, access to the personal data, or a copy of it. See section 4.2
☐ Right to rectification	if the personal data relating to you held by us is incorrect or needs updating. This also includes making supplementary statements. See section 4.3
☐ Right to erasure	if you want us to delete personal data relating to you, provided that certain conditions are met. See section 4.4
☐ Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet your objectives and you may object to the processing. See section 4.5

If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any information that may be regarded as personal data when you describe your request.

Click or tap here to enter Doc type.Click or tap here to enter text.

If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Click or tap here to enter Doc type.Click or tap here to enter text.

4. REQUEST TEMPLATES

4.1. Withdrawal of consent

You may at any time withdraw the consent you have given us for the processing of personal data relating to you. However, in relationships between employers and employees, explicit consent is very seldom used, as data is needed to fulfil the working relationship. The consent may, however, be used in situations where participation is voluntary, such as after-work activities. For us to fulfil your request, we need some additional information from you.

Entity in which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Please describe what you have consented to, or what activity or process that you think the consent relates to?

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid providing us with additional personal data as you describe your request.

Please describe in your own words, which consent you wish to withdraw and, if applicable, to what extent?

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid providing us with additional personal data as you describe your request.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this. (Kindly expect the response within 15 days from the date of receipt of this request).

4.2. Right of access

As you have worked for or got services from us, we can automatically confirm that we process personal data relating to you. Please provide the following additional information, so that we can process your request regarding the personal data relating to you.

Department in which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid providing us with additional personal data as you describe your request.

If you want information about the personal data relating to you, please specify what you wish to know.

Click or tap here to enter Doc type.Click or tap here to enter text.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we can regarding the results of this. (Kindly expect the response within 15 days from the date of receipt of this request)

4.3. Right to rectification

You may have personal data with us that is inaccurate and needs to be rectified upon your request. For us to do this, we need to locate the personal data in question and know what to do with it. Please provide the following information so that we can process your request. Else, you can turn to your point of contact within RB (Customer support, Underwriting department, Human Resources, Finance etc.).

Please note that if request for rectification is related to an HR update, for example, change of name/-s due to marriage or change of home address due to relocation, you can also contact your HR Manager for support.

Entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?

Click or tap here to enter Doc type.Click or tap here to enter text.

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete or supplementary statements which make the personal data give a fuller picture.

Click or tap here to enter Doc type.Click or tap here to enter text.

If we make adjustments to the personal data relating to you, we will also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

Do you want information about which recipients we have forwarded your request to?

☐ Yes

☐ No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we can regarding the results of this. (Kindly expect the response within 15 days from the date of receipt of this request)

4.4. Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

Department at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

What personal data do you wish us to erase? Be as specific as you can, please.

Click or tap here to enter Doc type.Click or tap here to enter text.

What is the reason for your request for us to delete personal data relating to you?

Click or tap here to enter Doc type.Click or tap here to enter text.

If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

☐ Yes

☐ No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we can regarding the results of this. (Kindly expect the response within 15 days from the date of receipt of this request).

4.5. Right to object

When we are processing your personal data based on the legal grounds of either public interest or our legitimate interests or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

Entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid inserting additional personal data relating to you here.

If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

☐ Yes

☐ No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we can regarding the results of this. (Kindly expect the response within 15 days from the date of receipt of this request)