



# Data Owner Rights Request Form

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**Document Information**

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Version	1.0
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Contact	Data Protection Supervisor
Document Type	New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Revised <input type="checkbox"/>

As a Data Owner, you are entitled to practice your request rights which fall under Bahrain Personal Data Protection Law.

We will use your information provided within this form to identify the requested personal data and respond to your request. 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 Owner?**

- 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 related to the Data Owner

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)	
<i>*Data Owner: Person who gig-Bahrain holds and processes his/her personal data.</i>	
<b>Section 4: Details on the type of your request</b>	
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, block, or restrict your personal data. Please select any of the following reasons:
<input type="checkbox"/>	Purpose of personal data is no longer valid
<input type="checkbox"/>	You wish to withdraw your consent
<input type="checkbox"/>	Processing of personal data is unlawful
<input type="checkbox"/>	Processing of personal data lacks legitimate interest of gig-Bahrain
<input type="checkbox"/>	Deletion is necessary for compliance with the law
<input type="checkbox"/>	Personal data is inaccurate
<input type="checkbox"/>	Other reason (Please specify)
<input type="checkbox"/>	Submit an objection. Please select any of the following reasons:
<input type="checkbox"/>	Personal data is being used for the purpose of direct marketing
<input type="checkbox"/>	Processing that may result in defamation or discrimination causing possible financial or emotional loss
<input type="checkbox"/>	Personal data is used for decision making and decision is taken based only on automated processing
<input type="checkbox"/>	Other reason (Please specify)
<input type="checkbox"/>	Withdraw your consent to process or transfer your personal data for specific reason. (Please specify the reason)
<b>Section 5: Details on the requested information</b>	
1. Kindly provide us with justification and details on your request:	
<p><i>Please note the following:</i></p> <ol style="list-style-type: none"> <li><i>As much as you provide information it will help us in identifying the required information.</i></li> <li><i>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 requested information.</i></li> </ol>	

3. *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 gig-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 Data Protection Supervisor (DPS) 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 DPS will notify you within 10 days of receiving the request to complete the request. Post grace period in the notification, our DPS can reject your request:
  - a) If the Data Owner does not provide complete details within grace period mentioned in the notification or
  - b) If the request received from the Data Owner 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 complain to Bahrain Personal Data Protection Authority if our response is unsatisfactory.*

#### Section 7: Declaration

I hereby acknowledge that the information given to gig-Bahrain in this form is accurate and correct and I fully understand that it is important for them to confirm my identity and/or Data Owner'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 Owner identity (*refer to section 2*)
3. If applicable, authorization letter from the Data Owner to act on his/her behalf.

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

gig-Bahrain

BKIC Tower 2775, road 2835, block 428, Seef District, Kingdom of Bahrain

Email Address: DPS@gig.com.bh

Direct Phone Number: (+973) 17119906