

Right to Access

1. Introduction

"The below information is shared with < Data Subject Name > based on the right to access request raised by you on < Date of Request >. You are currently entitled to receive this information under Personal Data Protection Law Bahrain (PDPL)/ EU GDPR. "

2. Date of request

<Date on which data subject requested the information>

3. Date of response to data subject

<Date on which this template is shared to data subject>

4. Personal Data and Sensitive Personal Data

First Name

Last Name

Gender

Date of Birth

Age

Place of Birth

Marital Status

Mobile Number

Phone Number

Email Address

Signature (specimen)

Individual's Photograph

Middle name

Personal Emergency Contact

Address

Passport Number

Country of residence

Family Information

Employee ID

Data related criminal check

Driving license number

National Identification Number

Passport details

Work History

Educational qualifications

Social Security Number

Bank Account Number

Bank Name

Medical history

Preferences of an individual

Pension Information

Professional Certifications

Designation

Family details

Visa number

Physical Characteristics

CPR number

Nationality

Religion

Marriage certificate

Death certificate

Divorce certificate

Country of residence

Insurance card number

Medical certificate

Employee Insurance Number

In case of "Other" kindly provide details below,

SIMPLY SMARTER

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 @kfh.bahrain

بيت التمويل الكويتي

Kuwait Finance House

البحرين ش.م.ب (م) (5) B.S.C.(5)



مركز من قبل مصرف البحرين المركزي كمصرف قطاع تجزئة إسلامي
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Right to Access

5. Purpose of processing the personal data / Sensitive personal data

<Details of why the processing is required and established lawfulness for processing the data>

6. Personal data / Sensitive personal data is shared with following recipients:

<Details of Data Processor, 3rd Party etc. with whom the data is shared>

7. Personal data / Sensitive personal data is shared/ transferred to the following third countries:

<List of Third Countries to which data is shared/ transferred and appropriate safeguards implemented relating to the transfer>

8. Retentions period and criteria for retaining the personal data / Sensitive personal data is:

<Details of defined retention period and criteria for retaining (Example: Any regulatory requirement on data retention)>

9. Source of personal data / Sensitive personal data (In case data is not collected from Data Subject)

< Details of Source from where the personal data / special category of personal data was collected>

10. Details of automated decision making (including profiling) activities performed:

<Section to Include details like logic involved, significance and envisaged consequences of processing on data subject>

11. Reason for not honouring the right to access request of data subject (If applicable)

<Detailed justification for not honouring the request of data subject>

12. Attachment List:

1. <Attach the copy of personal data undergoing processing>

Procedure & Disclosure WHAT SHOULD YOU DO?

You should submit your completed form to eahmed@kfh.com.bh. An acknowledgement will be sent to you. Please note that failing to provide full details may delay your request.

WHAT HAPPENS NEXT?

This form will be forwarded to the DC/DPO. The Privacy team will liaise with the relevant individuals and collate the information. Any necessary redactions (e.g. of other people's personal data) will be made, and you will be provided with a copy of the information.

If you have any concerns or wish to discuss other Data Privacy matters, please speak to the DC/DPO or the Privacy Team at eahmed@kfh.com.bh.

VI/MAY/2020

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