



# Data Subject Request Form

The Saudi National Bank ('SNB', 'Us', 'We', 'Bank') is committed to safeguarding your privacy and adhering to the highest standards of data protection, as prescribed by the Personal Data Protection Law of Saudi Arabia ('KSA PDPL', 'Law').

Data Subjects have certain rights regarding the processing of their Personal Data and in order to submit a Data Subject Request ('DSR') pursuant to the Law, please complete and send this form to [DataSubjectRightRequest@alahli.com](mailto:DataSubjectRightRequest@alahli.com). Upon receipt of the DSR, we will process and respond within the timelines required by the Law. If additional information is necessary, we will contact you using the contact information you provided in this form.

For more details, please refer to our Data Privacy Notice available at [Alahli.com](http://Alahli.com)

## SECTION 1. Personal Information

Please select the option that applies to you and provide the requested information:

I am submitting this request to exercise my own rights as a Data Subject.

*\*Note: We will need to verify your identity. In order for us to proceed with your request, please provide documentation to verify your identity such as **National ID/ Iqama***

I am submitting this request on behalf of **[Data Subject]** and I am authorized to act on their behalf.

*\*Note: We will need to verify your identity. In order for us to proceed with your request, please provide documentation to verify your authority to act on behalf of the individual, such as a power of attorney, legal guardianship papers, or a written authorization from the Data Subject you represent.*

Personal Details:	
Full Name	
DOB	
Email Address	
National ID/ Iqama	
Contact Number	
<b>Relationship with Data Subject:</b> <i>E.g. Mother, Father, Guardian, Legal Representative, Third-Party or Agents</i> <b>Please fill this only if you are submitting the request on behalf of a data subject.</b>	
<b>Proof of entitlement</b> <i>E.g. Power of Attorney or Guardianship, Letter of Authority, Evidence of Parental Responsibility</i> <b>Please fill this only if you are submitting the request on behalf of a data subject.</b>	

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## SECTION 2. Select your request

Please select the rights you wish to exercise and provide detailed information requested.

### Right to be Informed

As a Data Subject, you have the right to understand the purpose for which your Personal Data is being processed by SNB. Please provide the Personal Data you wish to know about the purpose of processing.

### Right to Access

As a Data Subject, you have the right to access your personal data held by us. Please specify the personal data you wish to access.

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## Right to Obtain

As a Data Subject, you have the right to request to obtain your personal data in a clear, readable copy at no cost. Please provide Personal Data you would like to receive a copy of.

## Right to Request Destruction

As a Data Subject, you have the right to request the deletion of your Personal Data if you meet one of the conditions outlined in our Privacy Notice regarding the right to destruction. (Refer to our Privacy Notice for details on your eligibility to exercise this right)  
If eligible, please provide the reason for your request to delete the Personal Data.

## Right to Withdraw Consent

As a Data Subject, you have the right to withdraw your consent if you meet one of the conditions outlined in our Privacy Notice regarding the right to withdraw. (Refer to our Privacy Notice for details on your eligibility to exercise this right)  
Please provide your reason for withdrawing consent below:

## Right to Correct, Complete or Update

As a Data Subject, you have the right to request the correction, completion, or updating of your Personal Data held by SNB, such as your name, date, address of birth or identity number. Please provide Personal Data that you wish to be corrected or updated, along with an explanation for rectification of Personal Data.

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## SECTION 3. Declaration

I confirm that all the information provided in this form is accurate.

Name of Applicant/ Individual Acting on Behalf of a Data Subject:	
Signature:	
Date:	

## SECTION 4.

This section explains what will happen after you submit your request:

<b>1. Verification of Identity</b>
We will need to verify your identity and in order for us to process your request, please provide the information requested by us.
<b>2. Request for Additional Information</b>
If your request is unclear or lacks sufficient detail, we may reach out to you for additional information or clarification. Please provide the additional information promptly that will help us process your request more efficiently.
<b>3. Response</b>
We will respond to your request within (30) days. If we need more time, we may extend the period by an additional (30) days and will inform you of the reason for the delay.
<b>4. Refusal of Requests</b>
We may decline requests that are repetitive, clearly unjustified, or require excessive effort. If this happens, we will notify you of the reason.