



DATA SUBJECT REQUEST FORM

SALAMA Cooperative Insurance Company is committed to protecting your privacy and following the highest Data Protection Standards as outlined in the Saudi Personal Data Protection Law (PDPL). Data Subject have certain rights when it comes to the processing of their Personal Data. To perform your rights under the Law, please fill this form and submit it to DPO@salama.com.sa

The Personal Data required by this form is necessary to process your Data Subject Request, which will only be used for the purposes of identifying the Personal Data requested and for responding to requests in accordance within the KSA PDPL timelines.

For additional details, please refer to our Data Privacy Notice, at www.SALAMA.com.sa

Mandatory Details

A. Data Subject Details	
Full name	
Contact Number	
Email ID	
Current Address (City/Country)	
Location (while your data was collected or processed by the SALAMA Cooperative)	

B. Data Subject whose Information is Being Requested (Yes/No)	
Are you requesting access to your own personal information? (If yes, answer section D)	Yes /No



Are you requesting access to information about someone else on their behalf? (If yes, Answer section C)	Yes /No
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C. If the Request is Made on Behalf of the Data Subject	
Full name	
Contact Number	
Email ID	
Current Address	
Relationship with data subject	<i>i.e., Mother, Father, Guardian, Legal Representative, third party agent or others (Please specify)</i>
Proof of entitlement	<i>i.e., Power of attorney or guardianship, Letter of Authority, Lasting or Enduring Power of Authority, Evidence of parental responsibility (kindly submit the evidence to the following email DPO@salama.com.sa)</i>

D. Relationship with SALAMA	
Relationship with SALAMA Cooperative	<i>What is your relationship (existing or previous) with SALAMA Cooperative i.e., Employees, Former Employees, third party / Contractor, Other (please specify)</i>
Proof Of Your ID	<i>(kindly submit the evidence to the following email DPO@salama.com.sa)</i>

REQUEST TYPE

(Please select the request type you wish to raise)

- Right to have Access to Personal Data
- Right to Request Correction, Completion or Updating Personal Information
- Right to Request Destruction of Personal Data



Right to Obtain a Copy of Personal Data

Right to Withdraw Consent

Right to be Informed

Data Subjects have the right to be informed, which includes informing them of the valid legal or practical justification for collecting their Personal Data, and the purpose of collecting the Personal Data.

For more information about how your Personal Data is being processed by **SALAMA Cooperative**, please have a look at the [Privacy Notice](#) to understand the types of Personal Data that **SALAMA Cooperative** is processing, collecting, storing, transferring, or disclosing as part of this Right to be Informed Request.

1. Right to Have Access To Personal Data

Data Subjects have the right to have access to their Personal Data available to **SALAMA Cooperative**, which includes accessing it, and obtaining a copy thereof in a format that is clear and identical to the content of the records and free of charge.

Please provide details below of any specific personal information that you want to see as part of a Data Subject Access Request.

2. Right to Request Correction, Completion or Updating Personal Information

Data Subjects have the right to request correction, completion or updating of their Personal Data available to **SALAMA Cooperative**.

Please provide details of the Data that you wish to be corrected or updated below, together with an explanation as to why the Data must be rectified (i.e., “What data would you like to have rectified” and “Why)



3. Right to Request Destruction of Personal Data

Data Subjects have the right to request destruction of their Personal Data available to SALAMA Cooperative, which is no longer needed for the purpose it was originally collected.

Please indicate which of the following reasons you are relying upon.

Reasons of request	Yes/No
You believe that your Personal Data is no longer necessary for the purposes for which it was collected or otherwise processed.	
You wish to withdraw your consent to SALAMA Cooperative, and you believe that SALAMA Cooperative relies solely on that consent and has no other legal ground for processing that Personal Data.	

Please provide full details of the Personal Data that you believe should be deleted and where appropriate action should be taken by SALAMA Cooperative to destroy such Personal Data.

4. Right to Obtain a Copy of Personal Data

Data Subjects have a right to obtain a copy of their Personal Data in a commonly used and machine-readable format. The format should be clear and identical to the content of the records, and it should be free of charge.

Please provide details below of any specific items of Personal Data that you would like to receive that is processed by SALAMA Cooperative.

If you wish to receive a copy of the information, please specify below the format you would like to receive such information from SALAMA Cooperative.



How would you like to receive the information	Yes/No
Electronic format via email	
Hard copy via post	
Collect the hard copy of information in person from SALAMA Cooperative premises	

5. Right to Withdraw Consent

Data subjects have right to withdraw their consent where Personal Data may not be processed, or the purpose of processing is changed without the consent of the Data Subjects. In addition, Data Subjects have the right to restrict processing and withdraw their consent – at any time – unless statutory or judicial requirements require otherwise.

You may withdraw your consent at any time, to the retention/storage/processing of your Personal Data in case there is no other legal ground for the processing

Grounds of request	Yes/No
You withdraw your consent for SALAMA Cooperative to process your Personal Data for the purposes of direct marketing (opt out).	
You wish to withdraw your consent to SALAMA Cooperative for processing your Personal Data, and you believe that SALAMA Cooperative relies solely on that consent and has no other legal ground for processing such Personal Data.	
SALAMA Cooperative processes the Personal Data on the grounds that it is necessary for the purposes of the legitimate interests pursued by SALAMA Cooperative. You contend that such interests are: <ul style="list-style-type: none"> i. Not legitimate, or ii. Overridden by your interests or fundamental rights and freedoms as the Data Subject. 	



The response to the data subject request is subject to SALAMA'S revision of its feasibility in line with the applicable laws, regulations and standards. You may submit this request after completing the form to the following email:

DPO@salama.com.sa

Please note that SALAMA Cooperative may refuse to act on request when it is repetitive, manifestly unfounded, or requires disproportionate efforts, in which the Data Subject shall be notified of such reason.