

## DATA SUBJECT REQUEST FORM

Under the General Data Protection Regulation 679/2016 ("GDPR") you, the data subject, can exercise the rights found below; in relation to your personal data processed by us, Jordan Kuwait Bank (the "Organisation" or "Bank"), as the data controller:

1. The right to **obtain confirmation** in order to ascertain if we are still processing your personal data and the right to **access** such data, including **receiving a copy** on request;
2. The right to **correct** inaccurate data and to **complete** incomplete personal data held by us;
3. The right to **request the erasure** of the personal data held by us;
4. The right to **restrict the processing** of your personal data;
5. The right to **object to the processing** of your personal data;
6. The right to **receive a copy** of the personal data held by us in a structured, commonly used and machine-readable format and, upon request, **transmit such copy to another data controller** (also known as the "right to data portability").

If you would like to know further details in relation to the above rights, to what extent you are eligible to exercise them and the conditions under which we are eligible to exercise them, please refer to our Privacy Notice, which can be found at [www.jkb.com](http://www.jkb.com).

If you wish to exercise any of the above rights, please complete this Data Subject Request Form in English and return it to us with the information requested to [dpo@jkb.com.jo](mailto:dpo@jkb.com.jo). We will respond to your request within one (1) month from receipt of a fully completed form and proof of identity. We will not be able to respond to your request, unless we are able to confirm your identity.

To help us establish proof of identity, your Form must be accompanied by copies of two (2) official documents, for example ID, passport and a recent utility bill (not older than six (6) months) that clearly show name, date of birth and current address.

**DETAILS OF DATA SUBJECT**

First Name

Surname(s)

Date of birth (dd/mm/yyyy)

Current Address  
House/Apt/ Number, Street

Town/City

Country  Post Code

Previous Address  
House/Apt/ Number, Street

Town/City

Country  Post Code

Telephone Number(s)

Mobile Number

Email Address

**PROOF OF IDENTITY**

I am enclosing the following copies as proof of identity: *(Please tick where appropriate)*

ID  Passport  Other

**INFORMATION REQUESTED**

To help us deal with your request quickly and efficiently, please provide as much details as possible about the right you wish to exercise. *(Please tick where appropriate)*

**Right of access**

If possible, please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate the personal data you seek.

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**Right to rectification**

Please indicate the personal data you consider are inaccurate and provide us with the correct data. Alternatively, if you consider that the personal data we hold about you are incomplete, please provide any supplementary information here.

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**Right to erasure**

Please indicate the personal data you wish to be erased or confirm if you wish Bank to erase all personal data we hold about you. If possible, please provide the reasons why you wish your data to be erased.

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**Right to restriction**

Please provide the reasons why you wish our processing of your personal data to be restricted.

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**Right to object**

Please provide details in relation to the type of processing you are objecting to and, if possible, the reasons for your objection.

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**Right to data portability**

Please indicate the personal data you wish to receive and the format in which you wish to receive them. Additionally, please indicate whether you wish to obtain the personal data yourself or whether you wish us to transmit your personal data to another data controller. If the latter is the case, please provide the contact details of the data controller who will receive the personal data. Please note that we will only be able to directly transmit your personal data to another controller where this is technically feasible.

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**HOW WOULD YOU LIKE TO RECEIVE THE INFORMATION?**

I wish to:

Receive the information electronically [to my email address above]

Receive the information by post\*

Collect the information in person

View a copy of the information at your premises

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

You may not be able to exercise all of the rights listed in this form. Where such a right is restricted due to your particular situation, we will notify you of this within one (1) month from receipt of your request. If you wish to find out more details in relation to the extent to which you can exercise your rights, please refer to our Privacy Notice which can be found at [www.jkb.com](http://www.jkb.com)

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in the premises delivered.

**Data Subject Declaration:**

I, \_\_\_\_\_, certify that the information provided on this form is true to the best of my knowledge and that I am the person to whom it relates. I understand that Deloitte is obliged to confirm proof of identity and that it may be necessary to contact me again for further information to comply with this request. I also understand that this request will not be valid until all of the information requested is received.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_