

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

We will use your information provided within this form to identify the requested personal data and to respond to your request. In order to allow us to promptly respond to your request, kindly fill and complete this form.

Lulu Tourism ('LTC') cares about the privacy of your personal data. Hence, LTC will not process any SRR until it verifies your identity and any additional parties.

### 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 provide identity proof document either in photocopy or scanned format, so that we can make sure that we are providing the information to the right person: e.g. National identification card/ ID card, passport, driving license.

*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 Subject?

- Yes  
 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 Subject

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).

*\*Data Subject: Person who LTC holds and processes his/her personal data.*

### Section 4: Details on the Type of your request

Please select the type of your request:

<input type="checkbox"/>	Receive a confirmation from us on your personal data that we are 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 LTC
<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 moral damage.
<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).

**Section 5: Details on the requested information**

1. Kindly provide justification and details on your request:

*Please note the following:*

- As much as you provide relevant details, it will help us in identifying the information you require.*
- 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.*
- In case the requested information will affect others' rights and freedoms, we will not provide you with the requested information and will 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 processed by LTC
- Why LTC 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 Guardian (DPG) will respond to your request on whether we are processing your personal data, and if there are any incomplete details within your request, our DPG will notify you within 10 working days of receiving the request to complete it. Post grace period in the notification, our DPG can reject your request:
  - a) If the Data Subject does not provide complete details; or
  - b) If the request received from the Data Subject entails arbitrary use of his/her right to know.
2. Your request will be processed for free of charge.

#### Section 7: Submission of Complaints Relating to Personal Data Protection

Please note that you may lodge a complaint to Bahrain Personal Data Protection Authority (Bahrain PDPA) regarding any violation of Bahrain PDPL and its implementing Orders, by using the prescribed form on Bahrain PDPA. Complaints may be lodged against Controllers, Processors, and Guardians. A complaint shall specifically include the following:

1. Complainant's name, capacity, address, and contact information.
2. Defendant's name, address, and contact information
3. Relevant facts concerning the violation or breach of Bahrain PDPL and its implementing Orders.
4. Any evidence or documents supporting the complaint.

#### Section 7: Declaration

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

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

**LTC**

P.O. Box 31405, Manama, Kingdom of Bahrain

Email Address: [DPG@reef-island.com](mailto:DPG@reef-island.com)