

## **APPENDIX A**

### **Data Subject Request Form – Alsulaiman Group and its entities**

To exercise any of the rights detailed below you may submit your request by sending an email to or sending us your form at\_ data-privacy@ikea.com.bh. Fields marked with an asterisk (\*) are mandatory for the application to proceed.

#### **Your details\*:**

##### **Place of Residence\*:**

- ☐ Kingdom of Saudi Arabia
- ☐ Kingdom of Bahrain
- ☐ Other

In case of other, kindly specify below.

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#### **Are you the Data Subject? \***

- ☐ Yes
- ☐ No. I am a Legal Guardian of the Data Subject.

*(Please enclose a copy of the Guardianship Certificate with this Form.)*

#### **Are you a Alsulaiman Group or its entities(IKEA, FLOW) Customer/Employee? \***

- ☐ I am a Customer of Alsulaiman Group or its entities
- ☐ I am an employee of Alsulaiman Group or its entities
- ☐ I am a Third-Party representative of Alsulaiman Group or its entities
- ☐ I am a Contractor of Alsulaiman Group

\*Specify the name of the Entity of Alsulaiman Group in the space given below:

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Full Name*	
Date of Birth*	
Email address*	
Phone Number*	
Message*	

**Request Type\*:**

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Right to be Informed                                   | <input type="checkbox"/> | Right to Request Erasure/Destruction of Personal Data | <input type="checkbox"/> |
| Right to Access  | <input type="checkbox"/> | Right to Lodge Complaints                             | <input type="checkbox"/> |
| Right to Rectification and Correction of Personal Data | <input type="checkbox"/> | Right of Withdrawal of Consent                        | <input type="checkbox"/> |

**Please specify the right(s) you are seeking and then provide a description of the information or action you are requesting in the space below\*:**

☐ Right to be Informed

<p>[The details will help us locate the requested information]</p>
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☐ Right to Access

[The details will help us locate the requested information]

☐ Right to Rectification and Correction of Personal Data

[The details will help us locate the requested information]

☐ Right to Request Erasure/Destruction of Personal Data

[The details will help us locate the requested information]

☐ Right to Lodge Complaints

[The details will help us locate the requested information]

☐ Right of Withdrawal of Consent

[The details will help us locate the requested information]

**Previous Data Subject Requests (If Applicable)**

Date of Previous DSR	
Reference number of previous DSR	
Name under which the previous DSR was made	

**Preferred Response Method\*:**

☐ E-mail

☐ Via post to your address

**Attachment to provide\*:**

To exercise your rights over your data, you must insert a copy of a valid identity document (identity card or passport) in the following format: GIF, JPG, PNG, PDF, maximum 2MB.

**Security check\*:**

**Declaration\*:**

***Please note that any attempt to mislead may result in prosecution.***

I confirm that I have read and understood the terms of this Data Subject Request Form and certify that the information given in this application is true. I understand that it is necessary for Alsulaiman Group and its entities to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information to locate the correct Personal Data.

Signature: .....

Date: .....