

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.sa. 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.

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:

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

Request Type*:

- | | | | |
|--|--------------------------|---|--------------------------|
| Right to be Informed | ☐ | Right to Request Erasure/Destruction of Personal Data | ☐ |
| Right to Access | ☐ | Right to Lodge Complaints | ☐ |
| Right to Rectification and Correction of Personal Data | ☐ | Right of Withdrawal of Consent | ☐ |

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

[The details will help us locate the requested information]
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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: