



**Introduction**

You are entitled to practice your request rights which fall under Bahrain’s Personal Data Protection Law. Please complete this form to identify the requested personal data and respond to your request. You are currently entitled to receive this information under the Personal Data Protection Law Bahrain (PDPL). We will also provide you with information about any processing of your personal data that is being carried out.

**1. Details of Data Subject requesting information:**

Full Name	
Address	
Contract / Telephone Number	
Email Address	

**2. Are you the Data Subject?**

I am the data subject. I enclose proof of my identity	
I am acting on behalf of the data subject. I have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity	

**Details of the Person acting on behalf of Data Subject.**

Full Name	
Address	
Contract / Telephone Number	
Email Address	
Relationship with Data Subject	

**3. What information are you seeking? / Details on the Type of Request.**

<input type="checkbox"/> <b>Right to be informed:</b> Receive a confirmation/information from us on your personal data that we are holding and processing
<input type="checkbox"/> <b>Right to Access:</b> Access your personal data
<input type="checkbox"/> <b>Right to Rectification:</b> Amend/ rectify your personal data, if it is inaccurate or incomplete
<input type="checkbox"/> <b>Right to Erasure/ Blocking:</b> Remove/ Erase your personal data. Please select any of the following reasons for deletion: <ul style="list-style-type: none"> <li><input type="checkbox"/> The purpose of which your data has been collected is no longer valid</li> <li><input type="checkbox"/> Data Subject withdraws consent or object to the processing and there is no other legal ground or overriding legitimate interest for the processing.</li> <li><input type="checkbox"/> Your personal data is processed for the purposes not authorized by Data Subject and or data subject rights has</li> </ul>



been violated.

- Personal Data is no longer necessary for the purpose for which they were collected.
- The processing is unlawful.
- Deletion is necessary for compliance with the law
- Your personal data is incomplete, outdated, false or unlawfully obtained.

**Right to Object:** personal data is being used for the purpose of direct marketing.

**Right to Lodge Complaint:**

**Consent Withdrawal:** Withdraw your consent to processing or transferring your personal data for specific reason.

**Other Reason (Please specify):**

**Details of the requested information (Please provide justification and details of your request)**

**4. Declaration**

I hereby acknowledge and certify that the information given in this application is accurate and I understand that it is necessary for the bank to confirm my identity and or data subject's identity and it may be necessary to provide more detailed information in order to validate my identity and locate the correct personal data.

**5. Attachment List:**

**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, authority 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:**

MCB Bank Ltd Wholesale Bank (Branch)  
Office # 132, 13<sup>th</sup> Floor NBB Tower, Building # 113 Road # 383 Block # 316  
Government Avenue, Manama - Kingdom of Bahrain  
Email Address: [DataPrivacy@mcb.com.bh](mailto:DataPrivacy@mcb.com.bh)  
Phone Number: +973 17533306