

### **Data Subject Request Form**

This form is intended to enable Data Subjects to exercise their rights in accordance with the Personal Data Protection Law (PDPL) and the applicable laws and regulations in the Kingdom of Saudi Arabia.

The personal data collected through this form is required for the purpose of enabling Sakhi Company to receive, process, verify your identity, and respond to your request in accordance with the provisions of the PDPL. The information you provide will be used solely for the lawful purposes related to identifying and processing the personal data subject to the request, in compliance with the PDPL and its Implementing Regulations.

The information provided in this form may be shared, to the extent necessary only, with the Legal Department or other relevant internal departments for the purpose of processing the request. Sakhi is committed to applying appropriate technical and organizational measures to protect this information, ensure its confidentiality and security, and retain it only for the period necessary to complete the required legal procedures.

#### **1- Data Subject Information:**

<b>Full Name</b>	
<b>Current Address</b>	
<b>Contact Number</b>	
<b>Email</b>	

#### **2- Legal Capacity:**

- I am the data subject and have attached proof of identity.
  
- I am not the data subject; I am the legal guardian of the data subject and have attached proof of legal capacity.
  
- I am not the data subject; I am acting on their behalf as an authorized representative under a valid power of attorney, which is attached along with my identity document.

#### **3- Requester Details (if not the Data Subject):**

<b>Full Name</b>	
<b>Current Address</b>	
<b>Contact Number</b>	
<b>Email</b>	

For the purpose of verifying disclosure to the legally authorized party, please provide the National ID or Iqama number, to enable us to provide the requested information in accordance with the PDPL.

The required identity verification document will be determined based on the legal capacity of the requester, as follows:

- A. If you are an employee of Sakhi, please provide your employee ID number or any other work-related information that may be used to verify your identity.
- B. If you are a customer of Sakhi or a third party not affiliated with the Company, please provide your National ID or Iqama number for identity verification purposes.

Any documents submitted for identity verification must be provided through secure and approved communication channels. If sufficient or appropriate proof of identity is not provided, the Company reserves the right to reject the request in accordance with the law.

#### 4- Type of Request

**Please select the type of request you wish to submit:**

- Request access to personal data
- Request a copy of personal data in a readable format
- Request correction of personal data
- Request deletion of personal data
- Request withdrawal of consent for data processing

#### 5- Request Details:

Please provide further details regarding your request:

#### 6- Purpose of the request

Please specify the purpose of submitting this request:

- Please note that if fulfilling your request requires the disclosure of another individual's personal data, the Company will not be able to provide such information unless the consent of that individual is obtained.
- If disclosure of all or part of the requested information would adversely affect the rights or freedoms of others, Sakhi will be unable to process or fulfill the request. You will be notified without delay and provided with the relevant legal justification.
- Certain data subject rights requests are subject to specific conditions or exemptions under the PDPL and its Implementing Regulations. You will be informed if your request cannot be fulfilled or does not comply with applicable legal requirements.
- A copy of the requested information will be provided free of charge for the first request, in accordance with the law.
- Sakhi reserves the right to charge reasonable fees for repeated requests or for additional copies of the same information, provided that such fees are proportionate to the actual administrative costs incurred.

**7- Previous Requests (if applicable)**

Please provide details of any previous requests submitted to Sakhi in the table below.

**Note:** This section applies only if you have previously submitted requests to the Company.

<b>Date of Previous Request:</b>	
<b>Reference Number for Previous Request:</b>	

**8- Declaration:**

I hereby declare that the information provided above is accurate and complete, and that I am entitled to submit this request in accordance with the provisions of the Personal Data Protection Law.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

### **Submission Details**

Upon completion of this form, please send it to:

[DPO@sakhi.com.sa](mailto:DPO@sakhi.com.sa)

### **Or submit it to the following address:**

Sakhi

Olaya District – King Fahd Road

Riyadh

Kingdom of Saudi Arabia

### **Processing Timelines**

If your request meets the legal requirements, Sakhi will acknowledge receipt and provide you with a unique reference number for tracking purposes.

The Company will process and respond to your request within a period not exceeding thirty (30) days from the date of acknowledgment. This period may be extended by an additional thirty (30) days where the request requires unexpected or additional effort, or where multiple requests have been received from you. You will be notified in advance of any extension, together with the legal justification.

If your request is compliant with the law but your identity cannot be verified, you will be notified and requested to provide the necessary documentation before processing can continue.

Where a request is manifestly repetitive or requires disproportionate effort, Sakhi reserves the right not to fulfil the request, subject to providing you with the relevant legal grounds for refusal.