

Personal Data Subject Request Form



Internal

1. Requestor's Data

Requestor Details:	
Full Name	
Email	
ID Number	
Mobile Number	
Are you the data subject? (Are you the person that HALA Company has data about)	
If not, what is the relationship to the data subject: e.g. mother, father, legal representative, third party or agents Please fill in this field only if the request is made on behalf of the data subject	
Proof of capacity (e.g. power of attorney or guardianship, letter of authorization, evidence of parental responsibility) Please fill in this field only if the request is being made on behalf of the data subject	

What is your relationship with HALA Company?	<input type="checkbox"/> Current Hala Customer	<input type="checkbox"/> Former Hala Customer
	<input type="checkbox"/> Former Hala Employee/Trainee	<input type="checkbox"/> Current Hala Employee/Trainee
	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Vendor
	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other
Other description:		

2. Choose your Request

Please choose the rights you wish to exercise and provide the requested detailed information.

- ☐ Right to be informed
- ☐ Right to access personal data
- ☐ Right to request access to personal data
- ☐ Right to correct/update/supplement personal data
- ☐ Right to request destruction of personal data
- ☐ Right to withdraw consent

Right to Informed

The personal data subject has the right to be informed when his personal data is collected and used, including why and how his personal data is collected, the purposes for which it is processed, the retention periods, with whom it will be shared, what security measures HALA has taken to protect this information and the individual user's rights.

Please refer to our Privacy Policy where all this information is explained. If you would like additional information, please submit your request here.

Please state the specific information from your personal data that you would like to be informed of.

Right to request access or a copy of data
<p>The data subject has the right to request access to their personal data available to Hala, including the right to view and obtain a copy of it in a clear, readable format, along with the relevant content of the records, free of charge.</p> <p>However, there are circumstances in which the request for access may not be granted, including but not limited to the following:</p> <ul style="list-style-type: none">a. If fulfilling the request would infringe upon the rights of others, such as revealing intellectual property or trade secrets.b. If fulfilling the request would disclose the identity of another individual.
<p>Please provide details of the specific information from your personal data that you would like to access or obtain.</p>

Please select the information format that suits you.

How would you like to receive your data?	Yes/No
Electronic copy delivered via email	
Hard copy delivered at one of HALA offices	

Right to correct/update/supplement personal data

The data subject has the right to request corrections or updates to his/her personal data, as well as to request restrictions on its processing so that it is accurately updated. However, the request for correct the data may not be fulfilled if it violates the Personal Data Protection Law and its regulations.

Please provide details of the specific information in your personal data that you would like to correct, update or complete.

Please attach supporting documents with your request. For example, if you are requesting to amend your personal data such as name or ID number, please attach a copy of official documents (such as ID card or passport) that prove the accuracy of the new data.

Right to Destruction
The subject of personal data has the right to request the destruction of his personal data if the request meets one of the conditions set out in our Privacy Policy regarding the right to destruction (please refer to our Privacy Policy for details on your eligibility to exercise this right).
Please provide details of the specific information of your personal data that you want to destroy

Right to withdraw consent

The data subject has the right to request that consent be withdrawn at any time, which will stop all processing of personal data that relied on consent as a legal basis. It is important to note that withdrawing consent does not render previous processing based on that consent unlawful. Furthermore, withdrawing consent will not affect the processing of personal data based on other legal grounds.

Please provide details of the specific information in your personal data for which you wish to withdraw consent and a justification for withdrawing consent

Please note that the response to this request is subject to review in accordance with the applicable rules, regulations, policies, and procedures at Hala. The data subject will be contacted via the mobile number registered in our systems for identity verification purposes.

In cases where the request is unjustifiably repetitive or would require extraordinary effort to implement, Hala reserves the right not to process the request, provided that the data subject is duly notified.