**Personal Data Subject Request Form**

|  |
| --- |
| 1. **Personal Data Subject Information**
 |
| الاسم\* | Contact Phone number\* | رقم التواصل\* | Name\* |
| عنوان البريد الالكتروني \* | Current Address (city\country) \* | العنوان الحالي (المدينة/ الدولة) \* | E-mail address\* |

|  |
| --- |
| 1. Personal Data Subject whose Information is requested
 |
| [ ] **No Yes** [ ]   | Request access to your personal information (If yes, complete Section C) |
| [ ] **No Yes** [ ]   | Request access to someone's information on their behalf (If yes, complete Section D) |

|  |
| --- |
| 1. **Relationship with the Ministry of Foreign Affairs**
 |
| What is your current relationship with the Ministry of Foreign Affairs (current or previous) meaning are you a current/former employee, a third party, or a beneficiary of one of the Ministry’s services? | Relationship with the Ministry of Foreign affairs |

|  |
| --- |
| 1. If the application is submitted on behalf of the personal data Subject
 |
|  | Contact Phone number\* |  | Name\* |
|  | Current Address (city\country) \* | العنوان الحالي (المدينة/ الدولة) \* | E-mail address\* |
| Power of attorney, guardianship, letter of authorization indicating its type, permanent power of attorney, or evidence of parental guardianshipAttachments | Proof of eligibility \* | Mother, father, legal representative, third party agent or other, please specify | Relationship with the personal data subject\* |

|  |
| --- |
| **Request Type (Please select the type of request you wish to raise)****Please select at least one type of request** |
| Right to correction | [ ]  | Right to know | [ ]  |
| Right to Request Access | [ ]  | Right to revoke consent | [ ]  |
| Right to destroy | [ ]  |

|  |
| --- |
| 1. **Right to know**

The personal data subject is entitled to be informed when his personal data is collected and used, including why and how the personal data is collected, the purposes for which it is processed, the retention periods, with whom it will be shared, what security measures the Ministry of Foreign Affairs has taken and the user's individual rights. |
|  | Please provide details of specific information from your personal data that you would like us to be aware of: \* |
| For more details on how the Ministry processes your information, please read the description in the Ministry’s Privacy Policy to understand the types of personal data that the Ministry collects or processes. |

|  |
| --- |
| 1. **Right to correction**

The data subject has the right to request the correction, completion or updating of his personal data available to the Ministry. |
| Attach updated personal ID, attach birth certificate, etc. | Please attach proof to update personal data from the relevant authorities\* |

|  |
| --- |
| 1. **Right to revoke consent**

The personal data subject has the right to revoke his consent to the collection and processing of his personal data unless legal and judicial requirements require otherwise. |
|  | Please provide reason for revoking your consent: \* |

|  |
| --- |
| 1. **Right to request access or a copy of information**

The data subject has the right to access his personal data available to the Ministry of Foreign Affairs, including the right to access it and obtain a copy of it in a clear and readable format free of charge. |
|  | Please provide details of the specific personal data you would like to access or obtain a copy of: \* |
| If the data subject wishes to receive a copy of the information, please specify the format of the information that suits him. |
| ☐ Electronic copy delivered via email  |
| [ ]  A hard copy to be delivered by hand from the Ministry’s headquarters |

|  |
| --- |
| * **Right to destroy**

The data subject has the right to request the destruction of his personal data available to the Ministry, which is no longer needed or for the purpose for which it was collected, provided that it does not violate the system or regulations. |
|  | Please state the reason to destroy: \* |
|  | Please provide full details of the data you believe should be destroyed by the Foreign Ministry: \* |

Please note that the response to this request is subject to review in line with the rules, regulations and standards applicable in the Ministry of Foreign Affairs. The Ministry may request additional information for verification purposes. If the personal data subject's request is unjustifiably repeated or requires an extraordinary effort to implement, the Ministry has the right not to process the request, provided that the personal data subject is notified. Personal data requests will be processed within a maximum of 30 working days.

Note: Please fill out the form and send it back to the Personal Data Protection Department: DPO@MOFA.GOV.SA