

Data Subject Access Request Form

1. Details of the person requesting the information.	
Full name:	
Address:	
Telephone number:	
Fax Number:	
Email:	
2. Are you the Data Subject?	YES/NO
(a) IF YES PLEASE COMPLETE THIS SECTION. ELSE PROCEED TO SECTION (b)	
If you are the Data Subject please supply evidence of your identity i.e. ID card or Passport.	
Please tick appropriate box	
I am a current/former member of staff	
I am a current/former member	
I am neither of the above	
Please now go to question 5.	
(b) IF NO	
Are you acting on behalf of the Data Subject with their written	

authority? If so, that authority must be enclosed.	
Please also state the relationship of the Data Subject to GCC BDI:	
The Data Subject is a current/former member of staff	
The Data Subject is a current/former member	
The Data Subject is neither of the above	
Please now go to questions 3 and 4.	
3. Details of the Data Subject (if different from 1.)	
Full name:	
Address:	
Telephone number:	
Fax Number:	
Email:	
4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.	
5. If you wish to see only certain specific document(s), please describe them.	

<p>6. If you would like a more general search, please note that GCC BDI is able to search the following sections for personal data. Please indicate the sections that you would like searched:</p>	
<ul style="list-style-type: none"> • Members Register 	
<ul style="list-style-type: none"> • Directors Register 	
<ul style="list-style-type: none"> • Human Resources 	
<ul style="list-style-type: none"> • Finance 	
<ul style="list-style-type: none"> • Administrative files and information 	
<ul style="list-style-type: none"> • Other 	
7. Declaration	
<p>I,, certify that the information given on this application form is true. I understand that it is necessary for GCC BDI to confirm my/the Data Subject's Identity and it may be necessary for more detailed information to be obtained in order to locate the correct information.</p> <p>Signed:.....</p> <p>Date:.....</p>	
<p>Please return the completed form to the Executive Director, GCC Board Directors Institute, 2201 South Tower, Emirates Financial Towers, DIFC, Dubai, UAE</p>	
<p>or send by email to getinvolved@gcbdi.org</p>	

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