

Please read the attached guidance before completing the form and submitting your request.

Under the [EU General Data Protection Regulation \(GDPR\)](#), you have the right to access the personal data that INDEVCO and its business units hold about you. Please read the Guide on the next page, then print, complete, sign and submit the form to gdpr@indevcogroup.com. You will receive an acknowledgement message from INDEVCO Customer Experience Management (CXM) following receipt of this request. **INDEVCO will issue a full response within 40 days.**

Personal Details

You are entitled to receive the personal information we hold about you. Submit your request by filling the information below.

| | |
|------------------|--|
| First Name | |
| Last Name | |
| Telephone Number | |
| Email | |
| Address | |
| Country | |

Requestor Details

If you are a third party acting on behalf of a data subject

If you are not the data subject, you must supply an original letter of authority (dated within the last 3 months) or a certified copy of any legal document giving you the authority to act on the data subject's behalf (e.g. power of attorney). Submit the request by filling the information below.

| | |
|------------------|--|
| First Name | |
| Last Name | |
| Telephone Number | |
| Email | |
| Company Name | |
| Address | |
| Country | |

Declaration

The information that I have supplied in this form is correct and true. I understand that INDEVCO may need to contact me for more information to confirm my / the data subject's identity and to respond to my request.

| | |
|------------------|---------------------------------|
| Signature | Date (Year/Month/Day) |
|------------------|---------------------------------|

Guide to Data Subject Access Request

Under the EU General Data Protection Regulation (GDPR), you have the right to receive a copy of the personal information held about you by INDEVCO and its business units. Upon your request, you will receive an acknowledgement from INDEVCO Customer Experience Management (CXM) and will receive a full response within 40 days.

There is no requirement to complete this form to make a valid request. However, it has been developed to capture the information we may reasonably require to process your request effectively. We may contact you by telephone or email, if we need additional information.

For details on how your personal information is used by INDEVCO, please see our [Privacy Policy](#).

For additional information, please communicate with:

**Industrial Development Company (INDEVCO) sal
Customer Experience Management**
INDEVCO HQ, 2nd floor
Zouk Industrial Zone
Zouk Mosbeh, Kesrwan, Lebanon

Tel: +961-9-209108
gdpr@indevcogroup.com



Data Subject Access REQUEST FORM

V20180307

INDEVCO Use Only

| | |
|--|--|
| Date Received (Day Month Year) | |
| Identity Checked | |
| Acknowledgment Sent | |
| 40-Day Response Deadline | |