



QF-CS 018: 000 (ENG) (09/21)

# Request to Exercise Rights of Data Subject

Name

CN. (if applicable)

Date .....

### 1. Details of applicant (person requesting information):

Names: .....

Address: .....

Contact Phone Number: .....

Email: .....

### 2. Are you the data subject?

- I am the data subject and enclose evidence of my identity.
- I am not the data subject, but am acting on the data subject's behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity and address.

#### Details of data subject

Names: .....

Address: .....

Contact Phone Number: .....

Email: .....

### 3. Evidence and supporting document

The applicant has attached the following documents to verify the identity of the data subject and the applicant. In the event that the applicant is the representative of the data subject, there is supporting document to includes the power of attorney to submit this request to Dental Corporation Co. Ltd. or its affiliates ("the Company") in order to properly perform the requested rights.

#### Documents proving the identity of the data subject and the applicant

- Copy of ID card (In the case of Thai nationality)
- Copy of Passport (In case of non-Thai nationality)
- Others, such as a copy of your driving license (In the event that there is no a copy of the ID card or a copy of passport)

#### Documents proving the authority to act on behalf (Only if the applicant is the representative of the data subject)

- A power of attorney that the owner of the data gives the applicant the power to contact and request to exercise the rights on behalf of the owner whereby the request is signed by the data subject and the applicant as well as dated prior to the filing date of this request

The Company reserves the right to ask for information or request additional documents from the applicant as the Company deems appropriate if the information received cannot clearly show that the applicant is the owner of the information or has the authority to submit such a request, the Company reserves the right to reject the applicant's request.

### 4. The relationship between the data subject and the Company

- The data subject is the customer or shareholders, directors or employees of the Company's customers. (Please specify the name of the customer's Company) .....
- The data subject is a partner. or shareholders, directors or employees of the Company's business partners. (Please specify the name of the business partners Company) .....
- The data subject is a shareholder, director, employee of the Company or dentist who work with Company. (Please specify the position name of the owner of the information in the Company) .....
- The data subject is a job applicant for a position at the Company. (Please specify the job title that the data subject applied to the Company).  
.....
- Other (Please specify) .....

**5. Personal data which you wish to exercise your rights**

Please choose the right you wish to pursue (choose only one each request form. If you wish to exercise more than one right, please submit another request form separately for the convenience in processing your request).

Right to withdraw consent

- Right to access
- Right to data transfer or movement
- Request to suspend the use of personal data
- Right to erase and remove data
- Right to object to the Processing
- Rectification/Revision of personal data
- Right to complain in the event that the owner of the information sees that the Company or the Company's employees or traders violate the 'Personal Data Protection Act' or announcements issued under the Personal Data Protection Act.

**6. Details of personal data that are intended to be exercised**

No.	Personal data	The requested action
1.		
2.		

Please clarify the reason for the above request together with relevant documents, information, and supporting evidence for the Company to proceed on responding to the request of the applicant .....

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**7. Disclaimer**

In order to comply with applicable laws, the Company may have to deny your request in any of the following cases where:

- 1) You are not able to clearly verify that the applicant is the data subject or you are not authorized to submit the request;
- 2) Your request is unreasonable, for instance, the applicant may not have the right to erase personal data or the Company does not have such personal data;
- 3) Such request is redundant, for instance, such request is repeatedly submitted or duplicated without reasonable reason;
- 4) Your personal data has been destroyed, erased or made non-identifiable in accordance with the guidelines and the practice of data retention of dental clinics;
- 5) Retention of such personal data is for the purposes of exercising freedom of expression or for the preparation of the historical documents or the archives for public interest, or for the purpose relating to research or statistics, in which the suitable measures to safeguard the data subject's rights and freedoms are put in place, or for the necessity of tasks for public interest of the Company or exercising of official authority vested in the Company. In case where such personal data is sensitive data, retention of such sensitive data is necessary for the compliance with laws of preventive or occupational medicine or public interest in the area of public health in accordance with section 26(5) (a) and (b) of the PDPA;

In general, you will not be charged for the Company's process in relation to the request. However, if your request is manifestly unreasonable or redundant, The Company may charge a processing fee at a reasonable cost. In addition, in the event that the Company denies to act upon the request of the petitioner. The applicant can file a complaint against Personal Data Protection Committee.

After considering the reason for the request in accordance with the rights of the data owner, the Company will notify the result of the consideration to the applicant and the data subject. The Company takes the relevant action within 30 days from receiving the completed request that includes the verification on the identity of the data owner and applicant applying for the exercise of rights. However, in some cases, it may take more than 30 days if the applicant's request is complex or multiple requests have been submitted. In such a case, the Company will notify the applicant and report the progress.

**8. Acknowledgement and Acceptance**

The personal information submitted of the data subject and/or the applicant representing the data subject will be used to process the request on the exercising of rights of the data owner as specified in the Personal Data Protection Act only. The information in this request may be disclosed to subsidiaries or affiliates of the Company to the extent necessary for the above purposes. It will be collected until the Company completes the request of the data subject or until the dispute process or the refusal of the request to exercise the rights of the personal data subject is terminated in the event that the Company may not comply with the request of the data owner for a reasonable reason according to the Personal Data Protection Act.

By submitting this request form, the applicant has read and understood this form thoroughly. The applicant confirms that the information provided to the Company is true and accurate. The applicant understands that the verification of applicant's authorization, identification and residency is necessary for processing the request. Providing false information with bad faith may result in legal prosecution. In order to properly proceed with your request, the Company may request for additional information from you for verification purpose. IN WITNESS WHEREOF, the applicant has duly signed

Signature ..... The applicant  
(.....)

**Note:** Please submit a request form that has been completely filled out together with all supporting documents to the Company to email to [contact@chiangmaidentist.com](mailto:contact@chiangmaidentist.com) (for customers) or [hrm.dcorp@gmail.com](mailto:hrm.dcorp@gmail.com) (for staff). If you have any problems or questions in filling out the request form, please contact the Company by the above emails or call 095-517-5782 (for customers) or 0245-3911 ext 502,503 (for staff)