

Data Principal Request (DPR) form

The Information supplied in this form will be used only for the purposes of identifying the personal data which you are requesting and for executing a request. All required fields should be completely filled.

Jindal Steel Limited herein referred to as 'Jindal Steel' will endeavor to respond promptly and in any event within **30** days, upon receipt of either of the following:

- a) Jindal Steel receipt of DPR and identification; or
- b) Jindal Steel receipt of any further information which is requested from you, as required by Jindal Steel to enable it to comply with your request.

A. Details of the person making the request (Please complete)

Full name	
Address	
Tel No	
Email	
Data Principal Category (Candidates, Employees, Contractor Labor, Vendor Employee, Customer)	<i>Please mention Data Principal Category applicable for you</i>

B. Are you the Data Principal? YES/NO

If yes, please provide evidence of your identity (any one of the following) **and proceed to point C.** Request you to share your previously shared identity proof with us to validate your identity.

Driver's License
 Passport
 Others

If others, please specify: _____

If Response to point B is NO, please fill the following details:

Are you acting on behalf of the data principal with their written authority? If so, please provide below evidence for your identity (any one of the following), along with the written authorization (from the data principal) and you should also sign this form.

Driver's License

Passport

Others

If others, please specify: _____

C. Request you to share the purpose for which personal data originally shared with us. Select one or more from the below categories that applies to your situation:

- a. for employment related purpose,
- b. for visiting Jindal Steel plants/sites/offices,
- c. for providing services to the Jindal Steel as a third party or
- d. as a benefit taken from corporate social responsibility program,
- e. applied for open position as a candidate,
- f. Others (Please specify in detail) _____

D. Please specify the request type.

Please tick one or more of the below request types, that best describes your request:

- 1 Personal data access
- 2 Personal data correction & erasure
- 3 To nominate another person
- 4 To file a grievance
- 5 Withdrawal of consent
- 6 Others

If others, please specify: _____

E. What personal data do you wish to execute this request on?

Please describe below details of the personal data on which you wish to execute the request in as much detail as possible together with any other relevant information.

Note: You must provide adequate information which will help Jindal Steel to identify the information you require and respond to you quickly and helpfully.

F. If you wish to receive information about the following, please tick the option:

- a) Why is Jindal Steel processing your personal data?
- b) To whom your personal data is disclosed by Jindal Steel?
- c) The source of your personal data?

Please note that if the information you request reveals details directly or indirectly about another person, Jindal Steel may have to seek the consent of that person before it can let you see that information. In certain circumstances Jindal Steel may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Information relating to other people will often be redacted.

For more information and support required in filling this form, please mail us at dpo@jindalsteel.in

Declaration

This form must be signed by you and/ person authorized by you (if applicable).

Data Principal

I confirm that I have read and understood the terms of this Data Principal Request form and certify that the information given in this application is correct and I am the person to whom it relates. I understand that it is necessary for Jindal Steel to confirm my identity, and it may be necessary to obtain more detailed information in order to locate the correct personal data and execute the request.

Signature **Date**

Name.....

Authorized Personnel (On behalf of Data Principal)

I confirm that I am authorized to act on behalf of the data principal and that his/her requested information and/status of request will be disclosed to him/her through me.

(Please note that information and status of the request can only be disclosed to those authorized personnel who have signed this form)

Signature **Date**

Name.....
