



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 Napco National 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@napconational.com. You will receive an acknowledgement message from Napco National following receipt of this request. **Napco National 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 Napco National 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)
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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 Napco National and its business units. Upon your request, you will receive an acknowledgement from Napco National 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 Napco National, please see our [Privacy Policy](#).

For additional information, please communicate with:

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Napco National HQ, 1st Industrial City
Dammam, Saudi Arabia

PO Box 538
Dammam 31421, Saudi Arabia

Tel: +966-13-847-2288
gdpr@napcogroup.com



NAPCO National Use Only

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