

Submit completed form to:

Data Protection Officer

BERJAYA VACATION CLUB BERHAD
Address: Lot 5-04, Level 5, Fahrenheit 88,
179, Jalan Bukit Bintang,
55100 Kuala Lumpur, Malaysia.
Email: dpo@berjayavacation.com.my

Data Subject Rights Request Form

1. Request Details

Type of Request (tick all that apply)	<input type="checkbox"/> Access to my personal data <input type="checkbox"/> Correction / Update of my personal data <input type="checkbox"/> Withdrawal of Consent <input type="checkbox"/> Data Portability <input type="checkbox"/> Objection to Processing <input type="checkbox"/> Restriction of Processing <input type="checkbox"/> Other (please specify): _____
Additional Details	<p>If correction: specify data and provide supporting evidence.</p> <p>If portability: specify destination Data Controller and format.</p> <p>If withdrawal/objection: specify processing to be stopped.</p>

2. Identity of Data Subject / Requestor

Full Name (as per NRIC / Passport)	
NRIC / Passport No.	
Date of Birth	
Contact Address	
Telephone / Mobile Number	
Email Address	

3. Third-Party / Representative (if applicable)

Are you acting on behalf of the Data Subject?	
If Yes, name of representative	
Representative NRIC / Passport No.	
Relationship / Authority (e.g., parent, legal guardian)	
Proof of authorisation and ID attached? (<input type="checkbox"/> Yes / <input type="checkbox"/> No)	

4. Details of Request

Please describe the personal data you seek access to / correction / withdrawal / portability / objection / restriction, including relevant time periods, document types, or specific data fields. If correction: state correct data and attach proof. If portability: state the destination Data Controller.

Preferred mode of response (tick one):

View only Copy by mail Copy by email Collect in person

5. Supporting Documents

- Copy of proof of identity (NRIC/Passport/Employee ID) of Data Subject
- If Representative: letter of authorisation / power of attorney and their identity document
- Any reference documents (employee number, account number, etc.)

6. Declaration

I hereby declare that the information provided above is accurate and true to the best of my knowledge. I understand that Berjaya Vacation Club Berhad may require additional information to verify my identity, clarify my request, or locate the relevant personal data. I also understand that a reasonable administrative fee may be imposed in accordance with the Personal Data Protection (Fees) Regulations 2013 and Berjaya Vacation Club Berhad’s Data Subject Rights Management Procedure.

Signature: _____ Date: _____

Note: This request is made pursuant to Section 12 of the Personal Data Protection Act 2010 and processed in accordance with the PDPA Personal Data Protection Standards 2015 (Standard 9).

For Office Use Only

Request received on (date)	
Verifier / DPO Review	
Complete / Incomplete request?	
Response due by (21 calendar days)	
Extension needed? (Yes/No & Reason)	
Fee imposed / Amount	
Response sent on (date) & Remarks	

Recorded in DPO Data Subject Rights Log