

Data Principal Request Form

Under the Digital Personal Data Protection Act, 2023 and the DPDP Rules, 2025 · Public document



For any individual (“**Data Principal**”), member or not, who wishes to exercise their rights over personal data processed by Expat Business Council, a Section 8 not-for-profit company (CIN U70200KA2025NPL211785), registered office: 2nd Floor, No. 25, S V Arcade, South End Main Road, Jayanagar 9th Block, Bengaluru, Karnataka 560041 (“**EBC**”).

A Your rights under the DPDP Act

- | | |
|--|---|
| 1 A summary of your personal data and its processing (s. 11) | 5 Withdrawal of consent at any time (s. 6(4)) |
| 2 Who your data has been shared with, and what (s. 11) | 6 Grievance redressal (s. 13) |
| 3 Correction, completion and updating (s. 12) | 7 Nominating a person to act on death or incapacity (s. 14) |
| 4 Erasure, unless the law requires retention (s. 12) | |

B Your details

Full name _____ Membership ID, if any _____
Email _____ Mobile _____
Postal address (only for a reply by post) _____

Your relationship with EBC

- | | | | |
|---|---|---|--|
| ☐ Individual Member | ☐ Corporate Member rep. | ☐ Honorary Member | ☐ Former member |
| ☐ Membership applicant | ☐ Event participant or guest | ☐ Newsletter or magazine | ☐ Speaker, sponsor, partner |
| ☐ Advisory Board | ☐ Volunteer | ☐ Website visitor | ☐ Other: _____ |

Identity verification (Aadhaar is not required; if you provide it, mask the first eight digits)

We normally send a code to your registered email or mobile. If that is not possible, we may ask for a copy of **one** of these:

- | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|--|
| ☐ Passport | ☐ OCI card | ☐ PAN card | ☐ Driving licence |
|-----------------------------------|-----------------------------------|-----------------------------------|--|

On behalf of someone else? Data Principal's name _____

Attach proof of authority: nomination, guardianship order, or notarised power of attorney or letter of authorisation.

C Your request

- | | |
|---|---|
| ☐ Confirm whether EBC processes my personal data | ☐ Correct, complete or update my personal data |
| ☐ A summary of my personal data and its processing | ☐ Erase my personal data |
| ☐ Who my personal data has been shared with | ☐ Withdraw my consent |
| ☐ Raise a grievance about how EBC handled my data | ☐ Nominate a person to exercise my rights |

Details (for example, “Remove my phone number from the Member Directory”):

Reply by ☐ Email (fastest) ☐ Post ☐ In person at EBC

D Declaration

I declare that the information and documents in this form are accurate and complete, and that I am the Data Principal or am authorised to act for them. I understand EBC may verify my identity before acting.

Signature _____ Name _____ Date _____

HOW TO SUBMIT

Email admin@expatbusinesscouncil.org, subject “Data Principal Request: DPDP Act”; by post or in person to the Grievance Officer at the address above, Monday to Friday, 10:00 to 18:00 IST, with identity proof; or download this form from Member Documents in the Members Portal and email it to us.

WHAT HAPPENS NEXT

Free of charge. We acknowledge within 48 hours and respond within 30 days as our target, and never later than 90 days (Rule 14, DPDP Rules). We may decline with written reasons where another person's rights or confidentiality would suffer, the request is manifestly unfounded or repetitive, the law requires retention (e.g. s. 128, Companies Act, 2013) or s. 17 of the DPDP Act applies. You may complain to the Data Protection Board of India.