

Template Data Subject Rights Request Form (General Version)

The Personal Data Protection Act, B.E. 2562 (2019) (the "PDPA") provides certain rights regarding your personal data, in accordance with our Privacy Notice (For clients, please see [Baker McKenzie Privacy Notice for clients](#)) (For business partners, please see [Business Partner Privacy Notice](#)). You may request to exercise these rights under the conditions prescribed by law and our data subject rights procedure.

The personal data required in this form is necessary to enable Baker & McKenzie Limited (the "Company", "we", "us", or "our") to prove your identity and process your request. The information you supply will be collected and used for the purposes of identifying the personal data you are requesting, and for responding to your request, in accordance with the PDPA, and it will be stored securely until the relevant procedures are completed and/or as permitted by applicable laws.

To prevent unauthorized third parties from abusing your data subject rights request, and in order to protect your personal data, we must verify your identity before we process your request. Please submit your request through this form and enclose a certified true copy of your identification document (e.g. a copy of national identification card and/or passport) to:

Baker & McKenzie Limited
5th, 10th, and 21st–25th Floors
990 Abdulrahim Place
Rama IV Road
Bangkok 10500, Thailand
BKK-Privacy@bakermckenzie.com

If your request is valid and identification process of your provided details is completed, we will acknowledge your request and start processing your request.

If your request is valid but we are unable to identify you from the identification document, we will advise you of this and request for additional information.

If you have sent us an invalid request (e.g. without proof or required details), we will return your request along with any enclosures and advise you why your request has been rejected.

SECTION I: DATA SUBJECT'S DETAILS

Data subject's details	
Your relationship with us (e.g., client, business partner, ex-employee)	
Name	
Surname	
Address	
Email address	
Phone number	
Identification documents	<input type="checkbox"/> Copy of National identification card (attached)

	<input type="checkbox"/> Copy of Passport (attached) <input type="checkbox"/> Others (if any) Please specify (attached)
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If this request is made on behalf of the data subject, please provide your details, and attach a copy of the authority (e.g. power of attorney).

Data subject authorized representative's details	
The data subject's relationship with us (e.g., client, business partner, ex-employee)	
Name	
Surname	
Address	
Email address	
Phone number	
Authority document	<input type="checkbox"/> Power of Attorney (attached) <input type="checkbox"/> Others (if any) Please specify (attached)
Identification documents	<input type="checkbox"/> Copy of National identification card (attached) <input type="checkbox"/> Copy of Passport (attached) <input type="checkbox"/> Others (if any) Please specify (attached)

SECTION II: DATA SUBJECT'S REQUEST

Please tick the appropriate boxes below to indicate which rights you would like to exercise, and provide related detailed information. To enable us to process your request, please provide as much background information as possible. To the extent possible, please be specific about a particular processing activity, relevant service, department, individual, or incident. To the extent known, please include timeframes, dates, names or types of documents, file references, and any other information that may help us to process your request.

	Right	Description of right	Detailed information
<input type="checkbox"/>	Right to access	You have the right to request access, obtain a copy of your personal data, or request the disclosure of the acquisition of your personal data that is obtained without your consent.	1. Specify what information is requested: Click or tap here to enter text. 2. You would like to exercise the right to: <input type="checkbox"/> request access to your personal data; <input type="checkbox"/> obtain a copy of your personal data;

	Right	Description of right	Detailed information
			<input type="checkbox"/> request the disclosure of the acquisition of your personal data that is obtained without your consent. 3. Please provide your reason: <input type="text"/>
<input type="checkbox"/>	Right to rectification	You may have the right to have incomplete, inaccurate, misleading, or out-of-date personal data that we collect, use, or disclose about you, rectified.	1. Specify what information requires rectification or completion: <input type="text"/> 2. What, in your opinion, would be the correct and complete entry? <input type="text"/>
<input type="checkbox"/>	Right to deletion	You may have the right to have your personal data deleted, destroyed, or anonymized.	1. Specify what information should be subject to deletion: <input type="text"/> 2. Please provide your reason: <ul style="list-style-type: none"> <input type="checkbox"/> The personal data is no longer necessary regarding the purposes for which it was collected, used, or disclosed. <input type="checkbox"/> You withdrew your previously given consent, on which the collection, use, or disclosure was based. <input type="checkbox"/> You object to the collection, use, or disclosure of your personal data, and we cannot refuse your objection request based on applicable legal exceptions. <input type="checkbox"/> You object to the collection, use, or disclosure of your personal data for the purpose of direct marketing. <input type="checkbox"/> Your personal data has been unlawfully collected, used, or disclosed by us.

	Right	Description of right	Detailed information
<input type="checkbox"/>	Right to data portability	You may have the right to obtain personal data we hold about you, that we have in a readable or usable by automatic machines or tools, and can be used or disclosed by automatic means, (e.g., in a structured electronic format), to send or transfer that personal data to another data controller, and obtain the personal data in the format which the data controller directly transfers to any other data controller.	1. Specify what information should be subject to portability. <input type="text" value="Click or tap here to enter text."/> 2. You would like to exercise the right to: <ul style="list-style-type: none"> <input type="checkbox"/> obtain personal data we hold about you, that we have in readable or usable by automatic machines or tools, and can be used or disclosed by automatic means; <input type="checkbox"/> to send or transfer we have in readable or usable by automatic machines or tools, and can be used or disclosed by automatic means to another data controller; <input type="checkbox"/> obtain the personal data in the format which the data controller directly transfers to any other data controller. 3. Please provide your reason: <ul style="list-style-type: none"> <input type="checkbox"/> The collection, use, or disclosure is based on your consent. <input type="checkbox"/> The collection, use, or disclosure is based on a contract you entered into with us. 4. Please provide the details of another data controller whom you wish us to send or transfer your personal data specified above <input type="text" value="Click or tap here to enter text."/>
<input type="checkbox"/>	Right to objection	You may have the right to object to how we collect, use, or disclose your personal data.	1. Specify what information and purpose should be subject to objection: <input type="text" value="Click or tap here to enter text."/> 2. Please indicate what circumstances apply. The collection, use, and disclosure of your personal data is: <ul style="list-style-type: none"> <input type="checkbox"/> Conducted on the basis of the legitimate interest of the Company or of others.

	Right	Description of right	Detailed information
			<input type="checkbox"/> Carried out on the ground of public interest or official authority power vested upon us. <input type="checkbox"/> For the purpose of direct marketing. <input type="checkbox"/> For the purpose of scientific, historical, or statistical research.
<input type="checkbox"/>	Right to restriction	You may have the right to restrict us from using your personal data.	1. Specify what information should be subject to restriction: <input type="text" value="Click or tap here to enter text."/> 2. Please indicate what circumstances apply: <input type="checkbox"/> You have requested that we rectify your personal data, and we are in the process of examining your request. <input type="checkbox"/> When it is your personal data that will be erased or destroyed pursuant to unlawful collection, use, or disclosure, but you request restriction of the use of that personal data instead. <input type="checkbox"/> When it is no longer necessary for us to retain your personal data for the purposes of the collection, but you have necessity to request further retention by us for the purpose of the establishment, compliance with, exercise of, or defence of legal claims. <input type="checkbox"/> You have objected to the processing of your personal data on the grounds of public interest or official authority power basis or legitimate interest basis and we are in the process of examining your request. <input type="checkbox"/> You have objected to the processing of your personal data on the grounds of scientific, historical, or statistical research, and we are in the process of examining your request.
<input type="checkbox"/>	Right to withdraw consent	For the purposes you have consented to our collection, use, and disclosure of your	1. Select the list you would like to withdraw your consent

	Right	Description of right	Detailed information
		personal data, you have the right to withdraw your consent at any time.	<input type="checkbox"/> Biometric data (i.e., facial images through facial recognition) (for business partner only) *For data subjects with past employment relationship with us <input type="checkbox"/> Health data (for employee, trainee, and summer clerk only) <input type="checkbox"/> Criminal record (for employee only) <input type="checkbox"/> Disability data (if applicable) 2. Specify the purpose should be subject to withdrawal: Click or tap here to enter text.

Your request to exercise any of the rights described above may be limited by the conditions and exceptions under the applicable laws. There may be certain cases in which we can reasonably and lawfully refuse your request – for example, due to our legal obligations. If we refuse your request, we will notify you of our reasons.

SECTION III: CONFIRMATION

I confirm that the information provided in this form is correct, and that I am the data subject or the authorized person whose name appears in this form. I understand that the Company must confirm my identity to prevent abuse of data subject rights, and that it may be necessary to contact me for further information. I also understand that my request will not be processed until all of the requested information is received by the Company. I also understand that while this request is free of charge, if I request the same information again or make unfounded or excessive requests, the Company may charge a reasonable administrative fee to process my request or deny such unfounded or excessive requests as permitted by law.

Name: _____

Signature: _____

Date: _____