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**DATA PRINCIPAL RIGHTS REQUEST FORM**

1. **INTRODUCTION**

In this document, MOC Cancer Care and Research Centre (hereinafter referred to as “MOC”) sets out the format for requesting for the Data Principal Rights (hereinafter referred to as “DPR”) under Digital Personal Data Protection Act, 2023 (hereinafter referred to as “DPDPA”) using which, Data Principals can fill in the details and submit it to us through email at grievances@mocindia.co.in.

It is to be noted that Data Protection Laws do not mandate you to fill this form; however, with this we can direct your request more efficiently.

1. **DETAILS ABOUT YOU**

|  |  |
| --- | --- |
| Registered E-mail address |   |

The Personal Data required by this form is necessary to enable MOC to process your Data Principal Request. The information you supply will only be used for the purposes of identifying the Personal Data you are requesting and for responding to your request, in accordance with DPDPA. It may be shared with our DPO and relevant teams within MOC for processing and preparing a response, and it will be stored securely until the relevant procedures are completed.

1. **ARE YOU THE DATA PRINCIPAL? (CHECK BOX THAT APPLIES)**

Data Principal means the identified or identifiable person to whom Personal Data relates. This includes MOC’s customers/patients/ users, employees, and other individuals whose Personal Data is being processed by the Company.

[ ]  I am the Data Principal, and my identity can be verified on the registered email address.

[ ]  I am not the Data Principal, but am acting on the Data Principal’s behalf as his/her authorised representative. I have written authority, which I enclose, along with evidence of my identity.

To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the DPDPA.

The nature of the identification required will depend on the nature of your request and your relationship with MOC. For example, if you are MOC‘s employee, please provide your employee number or other work-related information that can be used to identify you. If you are a third party with no affiliation with MOC, please provide at least one form of identification sufficient to authenticate your identity.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

To help us respond to your Data Principal Request, please identify your relationship with MOC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested Personal Data.

1. **DETAILS OF THE AUTHORISED REPRESENTATIVE MAKING THE REQUEST ON BEHALF OF THE DATA PRINCIPAL**

(If you have selected ‘I AM NOT THE DATA PRINCIPAL’ option in Section 3, please proceed with this section else, skip to Section 5)

|  |  |
| --- | --- |
| Title | [ ] Mr. [ ] Mrs. [ ] Miss Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Full name |  |
| Year of Birth |  |
| Contact Email address  |   |
| Contact Phone Number |  |

1. **IDENTIFY WHAT RIGHT(S) YOU ARE PURSUING AND, IN THE SPACE PROVIDED BELOW, DESCRIBE THE SPECIFIC INFORMATION/ACTION YOU ARE REQUESTING.**
2. [ ] The Right to Access Information

|  |
| --- |
| [The details will help us locate the requested information] |

1. [ ] The Right to Correction

|  |
| --- |
| [The details will help us locate the requested information] |

1. [ ] The Right to Erasure

|  |
| --- |
| [The details will help us locate the requested information] |

1. [ ] The Right to Grievance Redressal

|  |
| --- |
| [The details will help us locate the requested information] |

1. [ ] The Right to Nominate

|  |
| --- |
| [The details will help us locate the requested information] |

1. [ ] The Right to Withdrawal of Consent

|  |
| --- |
| [The details will help us locate the requested information] |

Please note that if you are making a Data Principal Rights Request and the information you requested reveals details directly or indirectly about another person, we will need to seek the consent of that person or need to redact such information before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we 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. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

We will advise you in writing if we believe that your DPR Request fails to meet the requirements of the DPDPA in whole or in part.

In most circumstances, we will provide you with a copy of the information requested free of charge. However, we may be permitted to charge a reasonable fee if a DPR Request is repetitive or manifestly unfounded, or excessive. We also may charge a reasonable fee to comply with DPR Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

1. **PREVIOUS DPR REQUESTS (IF APPLICABLE)**

|  |  |
| --- | --- |
| Date of Previous DPR |  |
| Reference number of previous DPR |  |
| Name under which the previous DPR was made |  |

1. **WHAT HAPPENS NEXT**

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your DPR Request and start processing your records. If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once we have all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension and notify you for the same. We also will inform you the reasons for the delay. If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

All information disclosed pursuant to a DPR Request is a file copy as originals are never provided.

1. **DECLARATION**

Please note that any attempt to mislead, may result in prosecution.

[ ]  I confirm that I have read and understood the terms of this DPR Form and certify that the information given in this application is true. I understand that it is necessary for MOC to confirm the Data Principal’s/Authorised Representative’s identity and it may be necessary to obtain more detailed information in order to locate the correct Personal Data.

Signed: …………………………………………

Date: ……………………………………………..