



**BAUSCH & LOMB INDIA PVT. LTD.**

**PERSONAL DATA REQUEST FORM**

**Important:**

1. The requested data and reply will be provided to you at the earliest, not exceeding 30 days from the date of submission of the duly completed form to the Data Protection Officer at [DPO\\_IN@bausch.com](mailto:DPO_IN@bausch.com).

Please complete the Personal Data Request Form and ensure the information provided is true and correct. The Data Protection Officer will contact you at the earliest and not exceeding 30 days, if more information is required to process your request or should more time be needed to provide you with the required information.

Please send a copy of the duly completed form to the Data Protection Officer at the following address or to the above-mentioned official email ID of the DPO:

**Bausch & Lomb India Private Limited**

4th Floor, Tower B,  
Unitech Business Park,  
South City – 1,  
Gurgaon - 122 001  
Haryana, India

**Kind Attention:** Data Protection Officer

2. The Data Protection Officer is not obliged to provide information in respect of:-
  - (a) Personal data related to the prevention or detection of crime or for the purpose of on-going investigation and/or legal proceedings;
  - (b) Personal data which, if disclosed, would likely cause serious harm to the individual's safety or physical or mental health or threaten the safety, physical or mental health of another individual;
  - (c) Personal data about another individual;
  - (d) Information that would reveal confidential commercial information that could harm the competitive information of the organization; and
  - (e) Any other reasons set out in the applicable law.
3. The Data Protection Officer reserves the right to charge a reasonable administrative fee for access service.
4. The Personal Data that you have provided herein shall be used for processing your request. The provision of the Personal Data herein is voluntary. By providing such Personal Data, you consent to the collection, use, and disclosure of such Personal Data for the said purpose.

**Requestor's Particulars:**

**Name**

If you were previously known by another name, please also state your previous name(s). Please also indicate the time period that you have used such name(s).

Official Name:

Known as:

**Gender**

Male / Female

**Identification No**

Passport No.

**Address**

**Previous Address**

*Complete this section if you have lived at your current address for less than one year. Please also indicate the time period that you have lived at each address.*

**Telephone No.**

*If you have previously used other telephone number(s), please also state your previous number(s) and the time period that you have used each number.*

**Email Address**

*State all your email addresses. If you have previously used other email address (es), please also state your previous email address (es) and the time period that you have used each email address.*

**Endorsed and confirmed by Requestor:** \_\_\_\_\_

**Type of Request:**

**Please tick where applicable.**

- Access to Personal Data (*you will not need to fill in Sections B and C*)
- Correction of personal data (*you will not need to fill in Section A and C*)
- Withdrawal of consent to use and disclose Personal Data (*you will not need to fill in Section A and B*)

**Section A: Request for Access**

*Please indicate the details of Personal Data you have provided and the reason for access to such information.*

**Date**

**Personal Data**

**Purpose of use**

**Reason to access**

**Reference No.**


**Endorsed and confirmed by Requestor:** \_\_\_\_\_

## Section B: Request for Correction

*Please complete this section if you are requesting for a correction of your personal data by the Data Protection Officer.*

<b><i>Before Correction</i></b>	<b><i>After Correction</i></b>

**Endorsed and confirmed by Requestor:** \_\_\_\_\_

## Section C: Withdrawal of Consent

### Important information on Withdrawal of Consent

1. This Notice of Withdrawal of Consent must be duly & fully completed accurately, dated and signed by the person requesting for the withdrawal.
2. Please scan the completed Notice of Withdrawal of Consent and either email the same to [DPO\\_IN@bausch.com](mailto:DPO_IN@bausch.com) or you can send the completed Notice of Withdrawal Consent to the following address:

**Bausch & Lomb India Private Limited**

4th Floor, Tower B,  
Unitech Business Park,  
South City – 1,  
Gurgaon - 122 001  
Haryana, India

**Kind Attention:** Data Protection Officer

3. The Data Protection Officer will contact you via email (or your last known means of communication) if more information is required to process your request for the withdrawal.
4. Upon the receipt of this completed Notice of Withdrawal of Consent, Bausch & Lomb India Private Limited and our data intermediaries will discontinue sending marketing messages to you to your listed India telephone number(s) through the withdrawn communication means and cease using your personal data where indicated by you as soon as practicable upon receipt of your notice.

Please indicate the purpose for which you wish to withdraw consent to use your personal data

- For marketing and promotion materials
- Others (please specify) \_\_\_\_\_

Reasons (optional)

Endorsed and confirmed by Requestor: \_\_\_\_\_