

Request to Access Personal Data

I am making a request to access my personal data which is in the possession of or under the control of [insert business unit]. I have been notified that I may be required to pay a fee to [insert business unit] in order to enable [insert business unit] to process my request.

Please state specific details of the information you require and any relevant dates:

Details of information requested:

Date/time period of records:

Where, how and by whom the data was collected:

Notice:

1. Non-payment of the administrative fee and/or non-receipt of your payment of the administrative fee may result in our inability to process your request.
 2. Please ensure that you have provided us with all the details requested for in this form. The personal data submitted by you to us in this form is necessary for processing your request, and any inaccuracies, errors or omissions in the personal data submitted may result in delays in processing the request and/or our inability to process your request.
 3. Once you have provided us all the requisite information needed to consider your request, your request will be subject to approval. We will endeavour to provide our response within the statutory period (subject to such extensions as may be permitted). In accordance with Section 21 and the Fifth Schedule of the PDPA, we may refuse to grant your request. Certain records may take more time to retrieve, in which case we will provide you periodic updates on the status of your request.
 4. Any information provided to you is on a confidential basis and for your personal reference only, and you will seek our written consent for any other use.
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Confirmation

I confirm that this request relates to my own personal data. I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by the Far East Organization stable of companies (further details of which are available at our website www.fareast.com.sg) for the purpose of processing this request and/or in accordance with its data protection policy.

Signature: _____

Date: _____

For official use	
Received by:	Date:
Processed by:	Date: