



ACCESS REQUEST FORM

I. APPLICATION TO ACCESS PERSONAL DATA

1. Under the Personal Data Protection Act 2012 ("PDPA"), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.
2. Please complete this form and submit it to:

In person or by post:
Mr. Tan Yong Li
60 KAKI BUKIT PLACE,
#08-16, EUNOS
TECHPARK,
SINGAPORE 415979

Alternatively, you can email the completed form to us:
dpo@cybersafe.sg

II. PARTICULARS OF REQUESTOR

Name of requestor:

Contact number:

Email address:

Please check the applicable box(es):

- I am making an access request for my own personal data
- I am making an access request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of other individual(s)

Name of other individual(s) whom you are making an access request on behalf of:

Contact number:

Email address:

III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).



IV. DECLARATION

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.

Name & Signature	Date (DD/MM/YYYY)
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Additional Notes:

- If there are terms and conditions for services that your organisation may provide to the individual in conjunction with the access requests (e.g. reproduction costs depending on the number of copies requested), please provide these to the individual together with this form. However, please note that organisations cannot limit their obligations to provide access through contractual terms and any fee should be reasonable. Individuals may apply to the Commission for review if an organisation does not comply with its obligation to provide access or if the fee charged by the organisation to respond to the access request is not reasonable.
- If the information is lengthy, please consider directing the requestor to other channels of information. For example, you may wish to consider if it would be appropriate to provide the terms and conditions on a separate page or your organisation's website.

Proof of Identity

- We will verify your name, address, and masked NRIC details to ascertain your identity.
- We will not accept request on behalf of another person regardless if there is a letter of authority unless required by law.

Fees

- We will not be charging any fees for the retrieval of your personal information.

Processing

- We will respond to your request within 7 working days and if we are unable to reply to your request within this time we will respond to you within 14 working days thereafter.



ANNEX B: ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT OF PERSONAL DATA RECEIVED FOR AN ACCESS REQUEST

Reference Number:
Name of Recipient:
Contact Details:

No	Document/Material	Date Received
1		
2		
3		
4		
5		

Signature of Recipient	Date (DD/MM/YYYY)
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For Internal Use Only	
Staff of organization handling access request:	
Date:	Time: