

ACCESS REQUEST FORM

I. APPLICATION TO ACCESS PERSONAL DATA	
<p>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.</p> <p>2. Please complete this form and submit it to:</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>In person / by post:</p> <p>Data Protection Office</p> <p>LASALLE College of the Arts</p> <p>1 McNally Street</p> <p>Singapore 187940</p> </div> <div style="text-align: center;"> <p>OR By email:</p> <p>dpt@lasalle.edu.sg</p> </div> </div>	
II. PARTICULARS OF REQUESTOR	
Name of requestor:	
Contact number:	Email address:
<p>Please check the applicable box(es):</p> <p><input type="checkbox"/> I am making an access request for my own personal data</p> <p><input type="checkbox"/> I am making an access request on behalf of other individual(s)</p>	
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	
<p>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).</p>	

IV. DECLARATION	
<p>By submitting this form, I confirm that</p> <p>a. the information stated above is true, complete and accurate to the best of my knowledge and belief.</p> <p>b. I have read and agreed to the terms and conditions of the services to my request.</p>	
<hr/> <p>Name & Signature</p>	<hr/> <p>Date (DD/MM/YYYY)</p>

Terms and Conditions for Services

Proof of identity

- Proof of identity in the form of National Registration Identity Card or Passport is required for an individual making an access request for his/her own personal data.
- If the requestor is making an access request on behalf of another individual, a letter of authorisation from the individual is required on top of the National Registration Identity Card or Passport of both the individual and the requestor.

Fees

A fee may be chargeable for an access request and the requested personal data will only be released upon the receipt of the payment of fee.

Processing time

Generally, the processing time for an access request is one month. The requester will be informed if more time is required to process the access request.

Denial of access request

An access request will be denied in accordance with the exceptions provided under the PDPA.

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		

<div style="border-top: 1px solid black; margin-bottom: 10px;"></div> <p align="center">Signature of Recipient</p>	<div style="border-top: 1px solid black; margin-bottom: 10px;"></div> <p align="center">Date (DD/MM/YYYY)</p>
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For Internal Use Only	
Staff handling access request:	
Date:	Time: