

## CORRECTION REQUEST FORM

I. APPLICATION FOR PERSONAL DATA CORRECTION	
<p>1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to correct personal data that we have collected from you.</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><a href="mailto:dpt@lasalle.edu.sg">dpt@lasalle.edu.sg</a></p> </div> </div>	
II. PARTICULARS OF REQUESTOR	
Name of requestor:	
Contact number:	Email address:
<p><b>Please check the applicable box(es):</b></p> <p><input type="checkbox"/> I am making a correction request for my own personal data</p> <p><input type="checkbox"/> I am making a correction 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 TO BE ACCESSED or CORRECTED	
<p>To enable us to process your correction request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting for correction (e.g. type of personal data, date, time).</p>	

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

### 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.
- The personal data requested for correction will only be corrected upon satisfactory verification of the identification of the individual or requestor.

#### Processing time

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

### **ACKNOWLEDGEMENT OF PERSONAL DATA CORRECTION REQUEST**

<b>Reference Number:</b>
<b>Name of Recipient:</b>
<b>Contact Details:</b>

No	Document/Material	Date Received
1		
2		
3		
4		
5		

<hr/> <b>Signature of Recipient</b>	<hr/> <b>Date (DD/MM/YYYY)</b>
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<b>For Internal Use Only</b>	
<b>Staff handling correction request:</b>	
<b>Date:</b>	<b>Time:</b>