

Personal Data Access Request Form

Note:

1. Please note that we can only provide you with your personal data that is in our possession or our control. Your reason for making the request must be clearly stated.
2. You will be informed of the administration fee payable for the handling & processing of your request. Such fee must be paid by cheque to "The Japanese Association, Singapore" and cleared before your request is processed.
3. Processing time may take up to 30 days. If more time is needed, we will inform you.
4. Please note that request may be rejected under the circumstances as provided in the Fifth Schedule of the Personal Data Protection Act.
5. If necessary, we may contact you to undergo a verification process before releasing any data to you or require you to appear in person for identification.
6. Please check the accuracy of your information & sign the Declaration. Incomplete forms will be rejected.
7. This application should be email / hand to The Japanese Association, Singapore [Attention: Personal Data Protection Officer] at 120 Adam Road, Singapore 289899.

Member's Name :	Membership No :
Member's NRIC/ Passport No :	Member's Tel Contact No :
Member's Home Address :	Member's 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.	
Please complete this section if you are making an access request on behalf of other individual (s). Name of requestor : _____ Contact no : _____ Your email address : _____ Please submit proof of consent from individual concerned.	
Please provide a description of the personal data you are requesting access to and any relevant additional information which can assist us in providing you the details required.	

The Japanese Association, Singapore

Declaration

I hereby declare and confirm that all information provided by me in connection with this Access Request is true, accurate and complete. I agree that The Japanese Association, Singapore, may contact me to verify my identity or request for additional details in connection with this request.

I am aware that it is a criminal offence under the Personal Data Protection Act for a person to make a request to obtain access to another individual's personal data without the authority of that individual. I agree that where I am making a request on behalf of another individual, The Japanese Association, Singapore, may require such evidence as it considers necessary to verify such authority.

Signature _____ Date : _____

Name: _____

For Office Use Only:

Date of request received : _____

Name of staff: _____

Signature/Date: _____