

PERSONAL DATA REQUEST FORM

Please note that you may only request to access / correct / withdraw consent for use and disclosure of your personal data that is held by Singapore Indian Development Association (SINDA). If you are submitting this request on behalf of another person, you must provide proof of such authorisation.

Once we receive your request we will contact you within seven working days to acknowledge receipt and will respond to your request within 30 days after our receipt of this request. Please note that pursuant to the Personal Data Protection Act, we may refuse to provide access under certain limited circumstances.

Please provide the following information and return the completed form by mail or email to:

Attention: The Data Protection Officer
Address: 1 Beatty Road, Singapore 209943
Email: corporategovernance@sinda.org.sg

REQUEST FOR PERSONAL DATA CONSENT ACCESS/CORRECTION/ WITHDRAWAL OF CONSENT <i>Please attach a clear copy of the front and back of your NRIC/FIN or Passport details page for verification</i>			
Please check the applicable box(es):	<input type="checkbox"/> I am making an access request for my own personal data <input type="checkbox"/> I am making an access request on behalf of other individual(s)		
FULL NAME (As in NRIC)			
NRIC / FIN NO.		HOME NO.	
MOBILE NO.		OFFICE NO.	
EMAIL ADDRESS			
RELATIONSHIP WITH SINDA	<input type="checkbox"/> Current/Past Programme Participant (Please indicate programme name) _____ <input type="checkbox"/> Donor/Partner <input type="checkbox"/> Volunteer <input type="checkbox"/> Former staff <input type="checkbox"/> Job Applicant <input type="checkbox"/> Vendor <input type="checkbox"/> Others (Please specify) _____		
REQUEST TYPE:	<input type="checkbox"/> Access <input type="checkbox"/> Correction <input type="checkbox"/> Withdrawal		
PERSONAL DATA : REQUESTED (For Access/Correction)	Please provide us with information about the personal data you are requesting access/correct (e.g. type of personal data, programme name, date of joining etc).		
APPLICABLE FOR WITHDRAWAL OF CONSENT ONLY			
<p>SINDA respects your reasons for wanting to withdraw consent from using, disclosing and processing your Personal Data.</p> <ol style="list-style-type: none"> 1. You may withdraw your consent from SINDA using, disclosing and processing your Personal Data for a particular purpose(s) at any time. 2. You may withdraw your consent to purposes that are optional without withdrawing consent for necessary purposes. SINDA will respect your decision to withdraw consent. <p>To notify us that you wish to withdraw your consent from SINDA using and sharing your Personal Data for a particular purpose(s), please choose the options below and complete the request form. SINDA will cease to use and share your Personal Data within 30 days after acknowledgement of receipt of your withdrawal notice. If we require more information from you in order to respond to your request for withdrawal of consent, we will contact you within 30 days after our acknowledgement of receipt, to obtain the necessary information from you.</p>			

SINDA will continue to retain your Personal Data for SINDA's business and legal purposes in accordance with applicable legislation, including the Singapore Personal Data Protection Act 2012.

I withdraw my consent to the use and disclosure of my personal data for receiving marketing material as follows:

(Please tick the relevant boxes below to indicate the categories, and corresponding medium of communication for which consent is withdrawn)

- Information on SINDA's programmes and services, including updates via the following channels:
 Mailing Address Email Text Message
- I wish to withdraw consent for the collection, use and disclosure of all of my personal data
- Others (Please specify: _____)

Please visit <https://www.sinda.org.sg/privacy-policy> for further details on SINDA's data protection policy, including any consequences arising from your withdrawal of consent and the period within which your withdrawal of consent will take effect.

CONSENT TO PROCEED

1. I declare and confirm that the personal data that I have provided in this form is accurate and complete.
2. I consent to the collection, use and disclosure of the data for the processing and/or administering of my request for access, corrections or withdrawal of consent.
3. I consent to SINDA contacting me for identification verification purposes and responding to my enquiries.
4. I will share the proof of identity when requested for verification purposes.
5. I confirm that the requestor has been informed and has consented to the collection, use or disclosure of their personal information for the request purpose *(Applicable for requests submitted on behalf only)*
6. I further understand that SINDA reserves the right to restrict access to certain personal data or decline to fulfil my Data Access Request as may be permitted under the Personal Data Protection Act 2012.

APPLICANT'S SIGNATURE

DATE

FOR OFFICIAL USE

RECEIVED BY :	DATE :
REQUEST NO. :	PURPOSE: ACCESS / CORRECTION/ CONSENT
PROCESSED BY :	DATE :

REMARKS :

END OF FORM