

PERSONAL DATA REQUEST FORM

Things to Note

1. Please complete this form in English.
2. Please note that ViewQwest may refuse to disclose or amend any information for the reasons set out in the Personal Data Protection Act 2012 (“PDPA”).
3. ViewQwest will respond to your request no later than 30 days from when your request is received, subject to the requirements and exemptions of the PDPA.
4. You are not entitled to access personal data that does not belong to you. ViewQwest may contact you to verify your identity.
5. It is important that you specify in this form clearly and in detail the personal data for which you request information, correction, or withdrawal of consent. ViewQwest may be unable to comply with your request if you have not provided the information which ViewQwest has reasonably required you to do so. You consent to ViewQwest contacting you for verification or information for your request.
6. The information that you have provided herein shall be used for processing your request. The provision of the personal data herein is voluntary.
7. Please send a copy of the duly completed form to ViewQwest via post or by hand at:

200 Bukit Timah Road, Singapore 229862
8. You shall bear all postage fees.
9. ViewQwest reserves the right to charge an administrative fee on each submission of **request for access** and will notify you of such applicable fee in writing upon receiving your request.
10. Please attach separate sheets if necessary

Section A: Details of requestor

Type of Request

Please tick where applicable.

Access to personal data (you will not need to fill in Sections C and D)

Please indicate the information you are requesting access to:

Correction of personal data (you will not need to fill in Section D)

Withdrawal of consent to use and disclose of personal data
(you will not need to fill in Section C)

Requestor's Particulars

Name: _____

Gender: Male / Female*

Identification No: _____ **Email Address:** _____

Telephone No: _____

Address: _____

Previous Address: _____

*(*Please delete where applicable)*

Proof of Identity

Please enclose **a copy** of one of the following documents. Please tick where applicable.

A validly signed passport, including the passport photopage

A valid Singapore driving license (front and back)

Singapore National Resident Identity Card (NRIC) (front and back)

Section B: Describe how you have provided your personal data to ViewQwest

Please indicate the date on which you have provided your personal data to ViewQwest, and the reason for doing so. Please provide as much information as possible.

Section C: Request for Correction

Please complete this section if you are requesting for a correction of your personal data by ViewQwest.

<i>Type of Personal Data</i>	<i>Before Correction</i>	<i>After Correction</i>

Section D: Cessation of use and disclose of personal data

Specify the particulars of the personal data that you wish for ViewQwest to cease using and disclosing.

Section E: Declaration of requestor

I confirm that I am the requestor named in Section A and I am submitting this form in relation to my own personal data. I confirm that the information provided herein is true and accurate. I understand that the information that I have provided will be used to confirm my identity and help locate the information that I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signature: _____

Date: _____