

## **REQUEST FOR ACCESS TO PERSONAL DATA**

### **Note**

- i. Documentary evidence in support of this request may be required.
- ii. Where the space provided for in this Form is inadequate, submit information as an annexure.
- iii. All fields marked \* are mandatory.

### **A. DETAILS OF THE DATA SUBJECT**

*(This section is to provide the details of the Data Subject).*

Name\*

Identity Number\*

Phone number\*

E-mail address\*

*(Provide the following details, where making a request on behalf of a minor or a person who has no capacity)*

Name\*

Relationship with the Data Subject\*

Contact Information\*

### **B. DETAILS OF THE PERSONAL DATA REQUESTED**

*(Describe the personal data requested)*

### **C. MODE OF ACCESS**

☐ I would like to: (Check all that apply) ☐

Inspect the record

☐ Listen to the record

☐ Have a copy of the record made available to me in the following format ☐

Photocopy (Please note that copying cost will apply)

☐ Number of copies required ☐

Electronic

☐ Transcript (Please note that transcription charges may apply)

☐ Others (specify)

**D. DELIVERY METHOD MODE OF ACCESS**

- ☐ Collection in person
- ☐ By mail (Provide address where different / in addition to details provided above)  
Town/city
- ☐ By email (provide email address where different / in addition to details provided above)

**E. DECLARATION**

Note any attempt to access personal data through misrepresentation may result in prosecution.

☐

I certify that the information given in this application is true.

Signature

Date