

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