



CORRECTION/UPDATE OF PERSONAL DATA REQUEST FORM

REQUEST TO CORRECT/UPDATE YOUR PERSONAL DATA UNDER SECTION 21 OF THE PERSONAL DATA PROTECTION 2012

Please provide us your particulars so that we can verify your identity in order to process this request.

TITLE and NAME * Mr / Mrs / Miss / Ms / Other (please specify). Please <u>underline</u> surname	NRIC / PASSPORT NUMBER <i>(Only the last 4 alphanumeric characters are required)</i>
TELEPHONE NUMBER	EMAIL ADDRESS
What is your relationship with SJI International?	
<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Parent of Student <input type="checkbox"/> Former Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Parent of Former Student <input type="checkbox"/> Job Applicant <input type="checkbox"/> Student Applicant <input type="checkbox"/> Vendor <i>(Please specify your company name below)</i> <input type="checkbox"/> Others, please specify: _____	
PLEASE PROVIDE US WITH THE DETAILS OF YOUR PERSONAL DATA THAT YOU WISH TO CORRECT OR UPDATE, OR WHICH HAS BEEN OMITTED / MISSED OUT IN OUR RECORDS.	
<p>I confirm that this request relates to my own personal data and warrant that where I am submitting this request on behalf of another person, I am authorised by such person to submit such request and to provide his/her information for such purposes. I will indemnify SJI International in respect of any penalties, liabilities, claims, demands, losses and damages as a result of breach of this warranty. I understand that there may be circumstances that indemnify SJI International may not be able to correct the information as exempted under applicable laws and regulations.</p>	

I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by indemnify SJI International and its related corporations and affiliates for the purpose of processing this request and/or in accordance with its data protection policy available at <https://www.sji-international.com.sg/about/personal-data-protection>.

SIGNATURE:

DATE:

Please attach a copy of your NRIC or Passport so that we can verify your identity before processing your request. If you are making this request in respect of another person's personal data, please also attach a copy of a valid power of attorney or letter of authorization authorising you to make this request for personal data as well as a copy of your **NRIC or Passport**. We will dispose of all copies of IC, passport or driver's license once verification of identity has been completed.

Please send this completed Correction Request Form (attaching the required supporting documents):

- (a) by **email** as a scanned pdf in black and white to SJII_DPO@sji-international.com.sg; or
- (b) by **post** to:

THE DATA PROTECTION OFFICER
St Joseph's Institution International
490 Thomson Rd, Singapore 298191

SJI International will contact you via email if more information is required to process your request. Upon sending your request, please allow us a reasonable period of time from receipt of your request for processing. Please note that we may send the corrected personal data to our intermediaries that will require your personal information, if required.

Notes:

- A. We will respond to your request for correction and/or update within thirty (30) days. If we are unable to fulfil your correction and/or update request within thirty (30) days after receiving the request, we will inform you in writing of the time in which we are able to fulfil the correction and/or update request.
- B. Please note that the corrected and/or updated personal data will be sent to the organisations to which the personal data was disclosed by us within one (1) year before the date the correction and/or update was made, unless they do not need it for any legal or business purpose. However, please let us know if you prefer or agree to send the corrected and/or updated personal data only to specific organisations (not being a credit bureau), and we will send the corrected and/or updated personal data only to those specific organisations.
- C. Under Section 22(4) PDPA, we may not correct the personal data if we are satisfied on reasonable grounds that the correction should not be made.

FOR OFFICIAL USE ONLY:	
Received by:	Date:
Verified by:	Date:
Remarks:	