



WITHDRAWAL OF CONSENT REQUEST FORM

REQUEST TO WITHDRAW CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL DATA

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: _____	
I WISH TO WITHDRAW MY CONSENT FOR THE USE OF MY PERSONAL DATA FOR THE FOLLOWING PURPOSES:	
<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 and its related corporation and affiliates 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 SJI International may not be able to withdraw my consent on the use of my personal data, as exempted under applicable laws and regulations and where applicable, I accept the consequence(s) of my withdrawal of consent as notified to me by SJI International.</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 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 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 a letter of authorization authorising you to make this request for personal data. We will dispose of all copies of NRICs or passports once verification of identity has been completed.

Please send this completed request form (attaching the required supporting documents):

- (a) by **email** as a scanned pdf in black and white to SJI_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.

Notes:

- A. **Timeline of Processing** - Having received and verified your identification and documentation, we shall endeavour to respond to your request within thirty (30) days. In the event we need more time to verify and fulfil the request, we shall inform you of the additional time needed via the contact information you provided in this Form.
- B. **Exemption Applicable to the Right of Withdrawal of Consent** - We would like to highlight to you that, pursuant to the PDPA, we shall cease (and cause our data intermediaries and agents to cease) collecting, using or disclosing your personal data, as the case may be, unless such collection, use or disclosure, as the case may be, without your consent is required or authorized under the PDPA or other written law.
- C. **Continued Provision of Services** - Please note that when you withdraw your consent to any collection, use and/or disclosure of your personal data, it may affect the provision of products and services provided by SJI International to you depending on the nature of the withdrawal of consent you are requesting.

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