

PERSONAL DATA ACCESS AND CORRECTION REQUEST FORM

I. APPLICATION TO ACCESS OR CORRECT PERSONAL DATA

1. Under the Personal Data Protection Act 2012 ("PDPA"), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year ("Access"), as well as to request for amendments or updates to be made to your personal data ("Correction").

2. Please complete this form and click "SUBMIT" or email the completed form to us:

DataProtection@tts.edu.sg

II. PARTICULARS OF REQUESTOR

Name of requestor:

Contact number:

Email address:

Relationship to Tanglin Trust School:

Please check the applicable box(es):

- ☐ I am making an access request for my own personal data
- ☐ I am making an access request on behalf of other individual(s)
- ☐ I am making a correction request for my own personal data
- ☐ I am making a correction request on behalf of other individual(s)

Please complete this section if you are making a request on behalf of other individual(s)

Name of other individual(s) whom you are making a request on behalf of:

Contact number:

Email address:

Relationship to the other individual(s)

For current student(s) provide Year Group(s)

III. DESCRIPTION OF REQUEST

To enable us to process your request quickly and efficiently, please indicate below the type of personal data and the areas for which you are making this request to

Types of Personal Data (if accessing, please select the data types you would like to request access for; if correcting, please select the data types you would like to amend/update, and indicate the amendment to be made next to the selected data type)

- ☐ Name
- ☐ Contact details (Telephone, address, email address)
- ☐ Identity numbers
- ☐ Financial account numbers
- ☐ Health information
- ☐ Photograph / Video
- ☐ Others (please specify):

Areas

- ☐ Admissions
- ☐ Alumni information – *Please provide date joined & left TTS*
- ☐ Classroom & Curriculum (including Library and Trips)
- ☐ CCA
- ☐ Examinations
- ☐ Food Provision
- ☐ Health Centre
- ☐ Holiday Programmes
- ☐ Learning Support
- ☐ Marketing and Communications
- ☐ Pastoral
- ☐ Transport
- ☐ Others (please specify):

Any other information you can provide about the personal data you are requesting access to (eg., date, time)

IV. DECLARATION

By submitting this form, I confirm that the information stated above is true, complete, and accurate to the best of my knowledge and belief.

Name & Signature

Date (DD/MM/YYYY)

Additional Notes:

We will provide receipt acknowledgement to the contact email addresses we have on the student record in iSAMS to ensure authenticity.

If required we will request proof of identity and relationship to individuals whose data you are requesting, e.g. copy of NRIC or passport.

Please note that for access requests, there will be a charge to extract information and an estimate will be quoted based on the nature of data requested. We will inform you of these fees, and proceed to fulfil your request upon payment of the quoted fees.

We will endeavour to provide the information within 30 days of receipt of the request, however, certain circumstances may lead to more time being required, for example sensitivity of information, and the availability of responsible staff who have restricted access to the requested information. If we require more time, we will advise you accordingly of the reason for delay and new expected fulfilment date.

Please note that under PDPA there are exceptions and prohibitions allowed for certain classes of data, and we will apply these as required.