



## ACCESS TO PERSONAL DATA REQUEST FORM

### REQUEST TO ACCESS 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.

<b>TITLE and NAME</b> * Mr / Mrs / Miss / Ms / Other (please specify). Please <u>underline</u> surname	<b>NRIC / PASSPORT NUMBER</b> (Only the last 4 alphanumeric characters are required)
<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>What is your relationship with SJI International?</b>	
<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 (Please specify your company name below) <input type="checkbox"/> Others, please specify: _____	
<b>PLEASE PROVIDE US WITH THE DETAILS OF YOUR PERSONAL DATA THAT YOU WISH TO ACCESS.</b>	
<p>Please note that a fee of S\$50.00 (plus prevailing GST) will be charged for what SJI International has on the requestor and a fee of S\$100.00 (plus prevailing GST) will be charged for what SJI International did with a requestor's Personal Data during the past year. In the event that your request requires an additional fee for processing, we will inform of the fee beforehand before we proceed.</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 corporations 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 provide the requested information as exempted under applicable laws and regulations.	

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 <https://www.sji-international.com.sg/about/personal-data-protection>.

**SIGNATURE:**

**DATE:**

**Note:** SJI International shall not be responsible for the accuracy and completeness of the Information; and (b) by requesting for this Information, you shall hold harmless and indemnify SJI International and its related corporations and affiliates from and against any claim, loss and damage, fine or penalty arising out of in connection with the provision of the Information SJI International and/or the use or reliance upon the Information by you and/or any other party.

**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 IC, passport or driver's license 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](mailto: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.**

<b>FOR OFFICIAL USE ONLY:</b>	
Received by:	Date:
Verified by:	Date:
Remarks:	