

Please make a copy of this form for submission. Thank you.



FOR EQUALITY

DATA ACCESS REQUEST FORM

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.
2. We understand that you may wish to obtain records of your interactions with CARE Helpline, Counsellors, Case Managers or Legal Clinic Lawyers. While we can provide a summary confirming the services you have accessed, we are unable to share detailed session notes. If you require specific information, we would be happy to discuss how we can support you in other ways.

3. Please complete this form and submit it to:

In person or by post:
Data Protection Officer
Block 5 Dover Crescent
#01-22 Singapore 130005

Alternatively, you can email the
completed form to us:
dpo@aware.org.sg

Name of requestor:

Contact number:

Email address:

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)

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

Name of individual(s) whom you are making an access request on behalf of:

Relationship to the Data Owner:

parent / guardian / legal representative / other (please specify)

Has Consent Been Provided by the Data Owner? Yes / No

Contact number:

Email address:

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time)	
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)

Proof of Identity

- We will verify your name, address, and masked NRIC details to ascertain your identity.
- We will not accept a request on behalf of another person, regardless if there is a letter of authority unless required by law.

Fees

- We will not be charging any fees for retrieving your personal information.

Processing

- We will respond to your request within 7 working days, and if we cannot reply within this time, we will respond within 14 working days thereafter

ACKNOWLEDGEMENT OF PERSONAL DATA RECEIVED FOR AN ACCESS REQUEST

Reference Number:
Name of Recipient:
Contact Details:

No	Document/Materials	Date Received
1		
2		
3		
4		
5		

Name & Signature	Date (dd/mm/yyyy)
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For Internal Use Only	
Staff of organisation handling access request:	
Date:	Time: