

**PERSONAL DATA ACCESS REQUEST FORM [v.13.06.2022]**

**I. APPLICATION TO ACCESS PERSONAL DATA**

Please complete this form and submit it to:

- In person or by post:  
Data Protection Officer  
Service Quality Centre Pte Ltd  
80 Jurong East Street 21  
#05-01 Devan Nair Institute for Employment and Employability  
Singapore 609607
- Alternatively, you can email the completed form to SQC's Data Protection Officer at [pdpa@sqcentre.com](mailto:pdpa@sqcentre.com).

**II. PARTICULARS OF THE REQUESTOR**

Full Name	
Contact No.	
Email Address	
Please check the applicable box(es):	
<input type="checkbox"/> I am making an access request for my own personal data	
<input type="checkbox"/> 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).	
Full Name of other individual(s)	
Contact No. of other individual(s)	
Email Address(es)	

**III. DESCRIPTION OF THE PERSONAL DATA REQUESTED**

Please provide as much information as possible on the personal data requested (eg. type of personal data, date, time).

#### IV. IMPORTANT INFORMATION

We will provide a Reference No. for your request within 7 working days through email.

An administrative fee of SGD\$100 is chargeable per access request. Please arrange for your payment to reach us within 7 working days after receiving the Reference No. These modes of payment are accepted:

- Cash Payment – available at our Training Centre at 80 Jurong East Street 21, #05-01 Devan Nair Institute for Employment and Employability, Singapore 609607
- Cheque – should be crossed and made payable to “Service Quality Centre Pte Ltd” together with Reference No. indicated on the reverse side of the cheque
- Interbank transfer – please pay to United Overseas Bank (UOB) account no. 416-300-838-0. (Interbank transfer is allowed). Kindly provide your Reference No. once the transfer is done.

Upon receiving the administrative fee, we will contact you for an appointment within 14 working days to verify your identity before we can disclose the personal data.

If you are requesting on behalf of other individual(s), please provide signed authorisation letter(s) and we will contact them for verification before disclosing their personal data.

Note:

Service Quality Centre Pte Ltd is not obliged to fulfil requests relating to the following under the Personal Data Protection Act 2012 (PDPA):

- Opinion data kept solely for an evaluative purpose;
- A document related to a prosecution if all proceedings related to the prosecution have not been completed;
- Personal data which is subject to legal privilege;
- Cause immediate / serious harm to your safety or physical / mental health;
- Threaten the safety or physical / mental health of someone else;
- Reveal someone else’s personal data;
- Reveal the identity of the person who provided your personal data; or
- Be contrary to national interest.

#### V. 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 and Date (DD-MM-YYYY)	
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