

SCI Data Privacy – Request Form

Please complete the below form and email to SCI via dpo@scidomain.org.sg. DPO will contact you **within 10 working days**.

PLEASE SELECT WHERE APPROPRIATE:

<input type="checkbox"/>	Request for Access to my personal data
<input type="checkbox"/>	Request for Access and Correction to my personal data
<input type="checkbox"/>	Request for Withdrawal of Consent for SCI to process my personal data
<input type="checkbox"/>	Request for Withdrawal of Consent for SCI to retain my personal data

PLEASE SELECT WHERE APPROPRIATE:

<input type="checkbox"/>	I am the owner (the “data subject”) of the personal data (please complete PART 1 & 3)
<input type="checkbox"/>	I am acting on behalf of the owner of the personal data (please complete PART 1, 2 & 3)

PART 1: Particulars of the individual that the personal data related to (the “Data Subject”)

TITLE and NAME (Required) (Please enter your full name as per NRIC/Passport)	LAST FOUR CHARACTERS OF YOUR NRIC/PASSPORT NO. (For verification purposes only. E.g. 123A)
CONTACT NUMBER (Required)	EMAIL ADDRESS (Required)

PART 2: Information of the individual acting on behalf of the Data Subject

RELATIONSHIP WITH THE DATA SUBJECT (Required) (Please state the capacity in which you are acting on behalf of the Data Subject)	TYPE OF AUTHORISATION (Required) (Please indicate type of authorisation. E.g. Power of Attorney, Guardianship, Letter of Authorisation, Court Order)
TITLE and NAME (Required) (Please enter your full name as per NRIC/Passport)	LAST FOUR CHARACTERS OF YOUR NRIC/PASSPORT NO. (For verification purposes only. E.g. 123A)
CONTACT NUMBER (Required)	EMAIL ADDRESS (Required)

PART 3: Signature and Date

SIGNATURE (Required)	DATE (Required)
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PLEASE NOTE:

1. A copy of any supporting documents in which the data subject has given consent to SCI previously may be requested for reference by SCI.
2. A copy of any supporting documents in which the data subject has authorised a third party to act on their behalf may be requested for reference by SCI.
3. To process this request, all information provided by the data subject and/or the third party might be shared with any of SCI's affiliated organisations, as well as third parties (i.e. service providers / vendors of SCI).
4. You may be contacted by SCI if additional information or further verification is required.
5. Once the request has been accepted for processing by SCI after reviewing, please allow a minimum of 20 calendar days and a maximum of 30 calendar days to complete the request.
6. By submitting this form, you acknowledge that the information you have provided is true and accurate to your best knowledge at the time of submission.

Please check all information is accurate before submitting.