



Loving Heart Multi-Service Centre (Jurong) Access Request Form

I. APPLICATION TO ACCESS PERSONAL DATA

- 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.
- Please complete this form and submit it to:

In person or by post: Cindy Yeo
Loving Heart Multi-Service Centre (Jurong)
Blk 316 Jurong East St 32
#06-32
Singapore 600316

Alternatively, you can email the
completed form to us:
contact@lovingheartjurong.org.sg

II. TERMS & CONDITIONS

In order to process the access request, we will require your last 4 characters of your NRIC number and address over a phone call to verify your identity.

If you are making an access request on behalf of another individual, please include documentation that you are legally authorised to act on behalf the individual requested. Please note that we will not grant an access request if you are not legally authorized to act on behalf of the individual requested.

The processing time for an access request will be within 14 working days. Should we require more time to process your access request, we will inform you via phone or mail.

III. PARTICULARS OF REQUESTOR

Name of requestor:

Contact number:

Email address:

Please tick 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 the other individual(s) as in NRIC whom you are making an access request on behalf of:

Contact number:

Email address:

Please tick the applicable box:

I hereby authorize the above individual to act on my behalf and make an access request for my personal data with the organization.

Signature of individual:

IV. DESCRIPTION OF THE PERSONAL DATA REQUESTED

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).

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

Date (DD/MM/YYYY)