

## PERSONAL DATA REQUEST FORM

### Things to Note

1. Please complete this form in the English language. Trusted Source will refuse to comply with your request if your request is not made in the English language.
2. Please note that Trusted Source may refuse to disclose or amend any information for the reasons set out in the Personal Data Protection Act 2012 ("**PDPA**").
3. Trusted Source will deal with your request promptly and the information to which you are entitled will be provided to you no later than [40] days from when we receive your request, subject to the requirements and exemptions of the PDPA.
4. You are not entitled to access personal data that does not belong to you. Trusted Source may require you to verify your identity.
5. It is important that you specify in this form clearly and in detail the personal data for which you request information, correction, or withdrawal of consent.
6. The information that you have provided herein shall be used for processing your requests. The provision of the personal data herein is voluntary.
7. Please send a copy of the duly completed form to Trusted Source via post at:

#### **Trusted Source Pte Ltd**

401 Commonwealth Drive  
#01-04  
Haw Par Technocentre  
Singapore 149598

Attention: Data Protection Officer

8. You shall bear all postage fees.
9. Trusted Source reserves the right to charge an administrative fee on each submission of a **request for access** and we will notify you of such applicable fee in writing upon receiving your request.
10. Please attached separate sheets if necessary.

**Section A: Details of requestor**

**Type of Request**

*Please tick where applicable*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Access to personal data (you will <b>not</b> need to fill in Sections C and D)                |
| <input type="checkbox"/> | Correction of personal data (you will <b>not</b> need to fill in Section D)                   |
| <input type="checkbox"/> | Withdrawal of consent to use of personal data (you will <b>not</b> need to fill in Section C) |

**Requestor's Particulars**

<b>Name</b>	: <i>If you were previously known by another name, please also state your previous name(s). Please also indicate the time period that you have used such name(s).</i>
<b>Gender</b>	: Male / Female*
<b>Identification No</b>	: NRIC / Passport No.*
<b>Address</b>	:
<b>Previous Address</b>	: <i>Complete this section if you have lived at your current address for less than one year. Please also indicate the time period that you have lived at each address.</i>
<b>Telephone No</b>	: <i>If you have previously used other telephone number(s), please also state your previous number(s) and the time period that you have used each number.</i>
<b>Email</b>	: <i>State all your email addresses. If you have previously used other email addresses, please also state your previous email addresses and the time period that you have used each email address.</i>

(\*Please delete where applicable)

**Proof of Identity**

*Please enclose **certified true copies** of one of the following documents. Please tick where applicable.*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A validly signed passport, including photograph |
| <input type="checkbox"/> | A valid Singapore driving license               |
| <input type="checkbox"/> | National identity card                          |

**Section B: Describe how you provided your personal data to Trusted Source**

*Please indicate the date on which you have provided your personal data to Trusted Source, and the reason for doing so. Please provide as much information as possible.*

*Please tick where applicable*

<input type="checkbox"/>	Job Application Date:	<input type="checkbox"/>	Commercial Relationship Date:
<input type="checkbox"/>	Visit to Temasek's premises Date:	<input type="checkbox"/>	Secondment / Internship Date:
<input type="checkbox"/>	Employment Date:	<input type="checkbox"/>	Others Date:

*Please indicate to whom was your personal data provided to:*

<b>Person-in-charge</b> :	
<b>Office/Department</b> :	
<b>Reference No (if any)</b> :	

**Section C: Request for Correction**

*Please complete this section if you are requesting a correction of your personal data by Trusted Source.*

<b><i>Type of Personal Data</i></b>	<b><i>Before Correction</i></b>	<b><i>After Correction</i></b>

**Section D: Cessation of use of personal data**

*Specify the particulars of the personal data that you wish for Trusted Source to cease using. You consent to Trusted Source contacting you to inform you of the consequence of such withdrawal of consent.*

**Section E: Declaration of requestor**

I confirm that I am the requestor named in Section A, and I am submitting this form in relation to my own personal data. I confirm that the information provided herein is true and accurate. I understand that the information that I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_