

THE SOFTWARE PRACTICE PTE LTD

PERSONAL DATA ACCESS REQUEST FORM

To help us provide a quick and accurate response to your access request, you need to fill up this form.

Please note that we can only provide you with personal data that is in our possession or under our control. The access to personal data may be refused in a number of circumstances such as requests which would impose an unreasonable burden in terms of expense; Personal data that relates to anticipated legal proceedings; or the request for access is frivolous or vexatious. If we deny or restrict your access, we will do so in writing including the reasons for the denial. You may seek a review of our decision by submitting a review application to PDPC. We will preserve a copy of the withheld personal data for a period of at least 30 calendar days after rejecting your access request. If PDPC determines that it will take up your review application, as soon we receive a Notice of Review Application from the PDPC, we will preserve the withheld personal data until the review by PDPC is concluded and any right you have to apply for reconsideration and appeal is exhausted.

Please complete this form and email it to our DPO: tsp-dpo@thesoftwarepractice.com.

Upon receipt of the completed Personal Data Access Request Form, our Data Protection Officer will contact you via email, to advise on the Administration Fee and to verify your identity, and if more information is required to process your request.

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PART 1: PARTICULARS	
Name:	
Contact Number: (Optional)	Email:
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	
Please complete this section if you are making an access request on behalf of other individual	
Name of other individual whom you are making an access request on behalf of: _____	
Your Relationship with the other individual: _____	
Are you authorized to make this data correction request? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Please provide evidence of authority to request e.g., letter of authorization)</i>	
PART 2: DESCRIPTION OF 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, for what purpose, date, time).	
PART 3: 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 and consent to the collection, use and/or disclosure of my particulars above for facilitating this request.	
_____	_____
Name & Signature	Date

Note:

1. Upon receiving your completed Form, we may require further information to verify your identity before we may process your request.
2. Having received and verified your identification, we shall endeavour to respond to your request within 30 calendar days. In the event we need more time to verify and fulfil the request, we shall inform you of the additional time needed via the contact information you provided in this Form.
3. We would inform you if there are any circumstances where we may be unable to grant your access request. For example, if there are prohibitions or exceptions that are provided under the PDPA or other applicable written laws.