

PERSONAL DATA ACCESS / CORRECTION REQUEST FORM

- If you would like to access or correct personal data of yourself or the data subject under the Personal Data Protection Act 2010, please complete this form and email to DPO_Tips@psccorporation.com, together with relevant documents that are requested in this form.
- Data subject means an individual who is the subject of the personal data.
- Please note that our company reserves the right to restrict your access to certain personal data or refuse to comply with your Personal Data Access Request or Personal Data Correction Request as may be permitted under the Personal Data Protection Act 2010.
- The data provided in this form will be used for processing your request on data access or data correction. The provision of personal data is voluntary. However, if you do not provide sufficient data, we may not be able to process your request.
- If the request is made by an individual other than the data subject, such request must be supported by proof or evidence, including but not limited to a copy of NRIC or Passport, Authorization Letter, Letter of Administration or Probate issued by courts, Power of Attorney, etc.
- You may be asked to provide additional information to help us process your request.
- If you request a hardcopy of the personal data, you will be charged with access fee of **RM5.00 per copy**.

A. IDENTITY OF THE REQUESTOR (please mark "X" of your answer)

	I am the data subject.
	I am a Third-Party Requestor (i.e. I am making this request for personal data of another person)

B. PURPOSE OF THE REQUEST

	I would like to access personal data of the data subject.
	I would like to correct personal data of the data subject.

C. PARTICULARS OF DATA SUBJECT

Name	:		NRIC / Passport No.	:	
Address	:				
Telephone No.	:		Email Address	:	
Employee No. (if data subject is/were our employee)	:		Department (if data subject is/were our employee)	:	

D. PARTICULARS OF THIRD-PARTY REQUESTOR (if you are the data subject, please DO NOT fill in this part)

Name		NRIC / Passport No.	:	
Address				
Telephone No.		Email Address	:	
Relationship with Data Subject	:	Supporting Document(s)	:	

E. DESCRIPTION OF PERSONAL DATA ACCESS REQUEST (please provide and explain the details if you are requesting to access personal data)

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F. DESCRIPTION OF PERSONAL DATA CORRECTION REQUEST (please provide and explain the details if you are requesting for personal data correction)

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G. DECLARATION

I, _____ (NRIC / Passport No.: _____) hereby certify that the information given in this form and all supporting documents enclosed herewith are true and accurate.

Signature of Data Subject / Third Party Requestor

Date

FOR OFFICIAL USE ONLY

Received by	:		Date	:	
Processed by	:		Date	:	
Remarks	:		Completion Date	:	