



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:
Data Protection Officer
Calvary Community Care
147 Potong Pasir Ave 1,
#02-83 Singapore

Alternatively, you can email the completed form to us:
care@calvary.sg

II. PARTICULARS OF REQUESTOR

Name of requestor:

Contact number:

Email address:

Please check 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 other individual(s) whom you are making an access request on behalf of:

Contact number:

Email address:

III. 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).