

CORRECTION REQUEST AND ACKNOWLEDGEMENT FORM**Personal Data Correction Form****Personal Data Correction Request**

Under the Personal Data Protection Act 2012 ("PDPA") you can make corrections to personal data that an organisation holds, shares or uses about you. In order to deal with your request, we can ask for proof of identity to enable us to correct the personal data that you request. Please complete this form and return it to us with proof of your identity to:

Data Protection Officer

dpo@smrt.com.sg

We will acknowledge safe receipt and respond within 30 days.

Note:

Please ensure that the information that you are providing us with is accurate. The personal data submitted by you to us in this form is necessary for processing your request, and any inaccuracies, errors or omissions in the personal data submitted may result in delays in processing the request and/or our inability to process your request.

Your Personal Data Correction Request will be subject to approval following SMRT's ("SMRT") receipt and approval of the completed form. We will endeavour to provide our response within the statutory period (subject to such extensions as may be permitted).

SMRT reserves the right to refuse to process the Personal Data Correction Form in accordance with Section 22(4) and the Sixth Schedule of the PDPA.

Part 1: Person that the request relates to (the data subject)

Title:	Mr / Mrs / Miss / Ms / Other
Family Name:	
First Name (s):	
Any other names that you are known by that may assist in the search:	
Address:	
Telephone:	
E-mail:	
Date of birth:	
If you are an employee or former employee of SMRT ("SMRT") please provide your staff number:	

Part 2: Proof of identity

To help us establish your identity, your application must be accompanied by **two** pieces of identification that between them clearly show your name, date of birth and current address.

Please enclose a copy of one of the following as proof of identity: passport, national registration identity card (NRIC), driving licence, birth or adoption certificate and a copy of a bank statement or utility bill dated within the last three months.

This is to ensure that we are only correcting information relating to you and not to a third party. If none of these are available, please contact our Data Protection Officer at dpo@smrt.com.sg for advice on other acceptable forms of identification.

Part 3: Records for which Personal Data Correction is Required

Please specify the services offered by SMRT for which you are making the personal data correction request (Please include customer reference numbers, if any):

Part 4: Information to be corrected

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you would like to correct. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to correct your data.

Personal Data Item (e.g. address, telephone number, email address)	Correction / Deletion / Addition of Personal Data	Product / Service	Remarks

Please use a separate sheet of paper if there is insufficient space.

Disclosure of corrected personal data

Would you like SMRT to send your corrected personal data to other organisations which SMRT may have disclosed this personal data to within the preceding year?

☐ No, please do not send my corrected personal data to other organisations.	☐ Yes. <i>Please specify the organisations to which we may disclose this corrected personal data.</i> <i>SMRT is not responsible for the accuracy of the other organisations' records.</i>
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I, _____, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form and that the personal data I am seeking to correct relates only to me and no other person(s). I agree to fully cooperate with SMRT and provide it as much assistance and information as may be reasonably necessary for SMRT to efficiently locate the personal data I seek to correct. I also understand that my request will not be valid until all of the information requested is received by SMRT.

I also agree and understand that my request is subject to approval by SMRT.

Signature: _____

Date: _____

Serial number: _____