

PERSONAL DATA ACCESS REQUEST FORM

Please provide us with your particulars so that we can verify your identity to process your personal data access request (“Personal Data Access Request”).

1.	Your name (in full as per NRIC or Identification details)	
2.	Your contact details	Contact No.: Email Address:
3.	Please state the nature of your relationship with Sunseap	<input type="checkbox"/> I am a current/former Sunseap customer and I would like to access my personal data <input type="checkbox"/> I am a current/former Sunseap employee and I would like to access my personal data <input type="checkbox"/> I am a current/ former vendor/ supplier/ distributor/ business partner/ service provider of Sunseap and I would like to access my personal data <input type="checkbox"/> I am a Third Party Requestor [i.e. I am making this request for personal data of other individual(s) (“Data Subject”).] <input type="checkbox"/> Others (please specify) _____ <i>*tick and/or delete where applicable</i>
4.	To enable us to process your access request quickly and efficiently, please provide us with a description of the personal data you are requesting access to (e.g. type of personal data, date, time).	
5.	Please specify if you would need to receive a copy of the personal data.	<input type="checkbox"/> Yes, I will need _____ copy/ copies. <input type="checkbox"/> No, I do not need any copy.
6.	Please sign this form, check the information you have provided, then send this form together with the supporting documents to the Data Protection Officer at dataprotectionofficer@sunseap.edp.com	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Personal Data Access Request are true, accurate and complete. I understand that it will be necessary for Sunseap Group Pte Ltd and its group of companies to verify my identity and that Sunseap Group Pte Ltd and its group of companies may contact me for more detailed information in order to process this Personal Data Access Request form and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Personal Data Access Request. Date: _____

Important Notes:

- 1) Please note that Sunseap may not be able to process your request in the event of the personal data provided in this form is inaccurate, incomplete, misleading or out-of-date in the first place. And we reserve the right to refuse to comply with your Personal Data Access Request as may be permitted under the Personal Data Protection Act 2012. To process this Personal Data Access Request, the information in this form may need to be given to third party service providers.
- 2) Where permitted to do so, we may charge an administrative fee for such access requests and your access request will only be processed upon receipt of your written agreement to the payment of the administrative fee.
- 3) Sunseap shall inform you in writing within 30 calendar days for your Personal Data Access Request. If the period of 30 calendar days is insufficient, Sunseap shall notify you in writing for the estimated timeframe we are able to respond to your request.
- 4) Personal data collected on this form is required to enable your Personal Data Access Request to be processed and will only be used in connection with such request.

For Sunseap official use only

Received by:

Date:

Verified by:

Date:

Response sent by:

Date:

Remarks: