

PERSONAL DATA REQUEST FORM

Things to Note

1. Please complete this form in English.
2. Please note that Temasek Foundation Cares may refuse to disclose or amend any information for the reasons set out in the Personal Data Protection Act 2012 ("**PDPA**").
3. Temasek Foundation Cares will respond to your request no later than 30 days from when it receives your request, subject to the requirements and exemptions of the PDPA.
4. You are not entitled to access personal data that does not belong to you. Temasek Foundation Cares may require you to verify your identity.
5. It is important that you specify in this form clearly and in detail the personal data for which you request information, correction, or withdrawal of consent. Temasek Foundation Cares may be unable to comply with your request if you have not provided the information that Temasek Foundation Cares reasonably requires you to do so. You consent to Temasek Foundation Cares contacting you for verification of information for your request.
6. The information that you have provided herein shall be used for processing your request. The provision of the personal data herein is voluntary.
7. Please send a copy of the duly completed form to Temasek Foundation Cares via post or by hand at:

Temasek Foundation Cares CLG Limited
60B Orchard Road
#06-18 Tower 2
The Atrium@Orchard
Singapore 238891

Attention: Data Protection Officer
8. You shall bear all postage fees.
9. Temasek Foundation Cares reserves the right to charge an administrative fee on each submission of a **request for access** and will notify you of such applicable fee in writing upon receiving your request. You may wish to note that Temasek Foundation Cares will be donating such applicable fee paid by you to a charity organisation of its choice.
10. Please attach separate sheets if necessary.

Section A: Details of requestor

Type of Request

Please tick where applicable.

Access to personal data (*you will not need to fill in Sections C and D*)

Please indicate the information you are requesting access to:

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Correction of personal data (*you will not need to fill in Section D*)

Withdrawal of consent to use and disclose of personal data (*you will not need to fill in Section C*)

Requestor's Particulars

Name	: <i>If you were previously known by another name, please also state your previous name(s). Please also indicate the time period that you have used such name(s).</i> Official Name: Known as:
Gender	: Male / Female*
Identification No	: NRIC No. (for Singapore and SPR) / Passport No. (for foreigners)*
Address	:
Previous Address	: <i>Complete this section if you have lived at your current address for less than one year. Please also indicate the time period that you have lived at each address.</i>
Telephone No.	: <i>If you have previously used other telephone number(s), please also state your previous number(s) and the time period that you have used each number.</i>
Email Address	: <i>State all your email addresses. If you have previously used other email address(es), please also state your previous email address(es) and the time period that you have used each email address.</i>

*(*Please delete where applicable)*

Proof of Identity

*Please enclose **a copy** of one of the following documents. Please tick where applicable.*

A validly signed passport, including the passport photopage

A valid Singapore driving license (front and back)

Singapore National Resident Identity Card (NRIC) (front and back)

Section B: Describe how you have provided your personal data to Temasek Foundation Cares

Please indicate the date on which you have provided your personal data to Temasek Foundation Cares, and the reason for doing so. Please provide as much information as possible.

Please tick where applicable.

<input type="checkbox"/>	Job Application Date:	<input type="checkbox"/>	Commercial Relationship Date:
<input type="checkbox"/>	Visit to Temasek's premises Date:	<input type="checkbox"/>	Enquiries via website (email, tel, fax) Date:
<input type="checkbox"/>	Employment / Secondment / Internship Date:	<input type="checkbox"/>	Others (Please specify: _____) Date:

Please indicate to whom your personal data was provided to:

Person-in-charge :	
Office/Department :	
Reference No. : (if any)	

Section C: Request for Correction

Please complete this section if you are requesting for a correction of your personal data by Temasek Foundation Cares.

<i>Type of Personal Data</i>	<i>Before Correction</i>	<i>After Correction</i>

Section D: Cessation of use and disclosure of personal data

Specify the particulars of the personal data that you wish for Temasek Foundation Cares to cease using and disclosing.

Section E: Declaration of requestor

I confirm that I am the requestor named in Section A and I am submitting this form in relation to my own personal data. I confirm that the information provided herein is true and accurate. I understand that the information that I have provided will be used to confirm my identity and help locate the information that I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signature: _____

Date: _____