



CORRECTION REQUEST FORM

I. APPLICATION FOR PERSONAL DATA CORRECTION	
<p>1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to <u>correct or update</u> personal data that we have collected from you.</p> <p>2. Please complete this form and submit it to PDPA_DPO@awwa.org.sg.</p>	
II. PARTICULARS OF REQUESTOR	
Section A	
Name of requestor (Full name) :	Name of requestor’s NRIC (last 4 digit) :
Contact number:	Email address:
Relationship to the person stated in Section B (“Client”) where relevant:	
<p>Please check the applicable box. You may select more than one:</p> <p><input type="checkbox"/> I am a donor</p> <p><input type="checkbox"/> I am a volunteer</p> <p><input type="checkbox"/> I am a client. Please indicate details in Section B.</p> <p><input type="checkbox"/> I am a caregiver/guardian of a client (Please indicate the client’s details in Section B)</p>	
Section B	
Name of Client (Full name):	Name of Client’s NRIC/BC (last 4 digits):
Name of programme/service:	Location of centre :
Contact number:	Email address:
<p>Please check the applicable box(es):</p> <p><input type="checkbox"/> I am making a Correction request in respect of my own personal data. Please provide a copy of your NRIC /passport.</p> <p><input type="checkbox"/> I am making a Correction request on behalf of the Client. Please provide copies of both the Client’s NRIC or birth certificate and your own NRIC/passport.</p>	

III. DESCRIPTION OF THE PERSONAL DATA TO BE CORRECTED

To enable us to process your Correction request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting to correct (e.g. type of personal data, date and time submitted and etc).

IV. DECLARATION

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief. A proof of identity and/or authorization letter has been enclosed.

<hr/> Name & Signature	<hr/> Date (DD/MM/YYYY)

Additional Notes:

- **Fees and Processing**
 - A. No administrative fee will be charged for correction requests.
- **Denial of Access Request**
 - A. AWWA has the right not to grant a Correction request if it is prohibited under the PDPA or other written law.
- **Processing**
 - A. In order to process your request, we may require further identification or documentation for verification purposes. Rest assured that any additional information, including Personal Data, will be deleted once the request has been completed.
 - B. AWWA will endeavor to respond to your request within 30 business days of receipt of this completed form. Should we not be able to respond to your request within this time or if we are unable to make a correction requested by you, we shall inform you accordingly and will generally provide the reasons for the delay and the expected time required or why we are unable to fulfill your request (except where we are not required to do so under the PDPA).



CORRECTION ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT OF PERSONAL DATA CORRECTION REQUEST

Name of Programme/Service
Name of Recipient:
Contact Details:

No	Document/Material Amended	Date Amended
1		
2		
3		
4		
5		

<hr style="width: 80%; margin: 0 auto;"/> <p>Signature of Recipient</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date (DD/MM/YYYY)</p>
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For Internal Use Only	
Service Staff handling access request:	
Request outcome: Approved/Rejected Reason for rejection:	
Signature:	Date of completion of request: