

ACCESS REQUEST FORM

Notes for Applicants

1. Under the Personal Data Protection Act of Singapore 2012, an individual is entitled to be informed of the following: -
 - a. Personal Data under the possession or control of the Singapore Institute of Technology ("SIT") about the individual; and
 - b. Information about the ways in which the Personal Data above has been or may have been used or disclosed by SIT **within a year** before the date of the request.
2. The request must be in writing and accompanied by a reasonable fee. SIT shall inform the individual of the quantum of the fee at the time the request is made. The method of payment will be provided together with the fee quantum, if applicable.
3. The request must be accompanied by any necessary information/documentation to identify the enquirer (for example NRIC/ Passport no., student ID or other form of proof of identity) and to locate the record of personal data required.
4. SIT will comply with the request for disclosure within 30 days of: (i) receiving the request; (ii) payment of applicable fees; or (iii) receiving all required information and/or documents, whichever event occurs the latest. SIT will provide an updated timeline should SIT require more time to respond to an access request.
5. Please complete the following form and sign the accompanying declaration and submit, with proof of identity, to the Data Protection Officer at the email and/or address given below.
6. SIT is not required to provide information under the access requirement for:-
 - i. Opinion data kept solely for an evaluative purpose;
 - ii. Any examination, examination scripts and, prior to the release of examination results, examination results;
 - iii. Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
 - iv. Personal Data subject to legal privilege;
 - v. Personal Data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organisation;
 - vi. Personal Data collected, used or disclosed without consent pursuant to the exemptions in the PDPA, for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed;
 - vii. Any request:-
 - a. That would unreasonably interfere with the operations of SIT because of the repetitious or systematic nature of the requests;

ACCESS REQUEST FORM

- b. That will create a unreasonable burden or expense for the organisation in order to provide, or where the burden or expense required is disproportionate to the individual's interests;
 - c. For information that does not exist or cannot be found;
 - d. For information that is trivial; and
 - e. That is otherwise frivolous or vexatious.

- viii. Personal Data or other information shall not be provided to an individual if the provision of that Personal Data or information could reasonably be expected to:
 - a. Threaten the safety or physical or mental health of an individual other than the individual who made the request;
 - b. Cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
 - c. Reveal Personal Data about another individual;
 - d. Reveal the identity of an individual who has provided Personal Data about another individual and the individual providing the Personal Data does not consent to the disclosure of his/her identity; or
 - e. Be contrary to national interest.

- ix. If Personal Data has been disclosed to a prescribed law enforcement agency without the consent of the individual or pursuant to the exemptions in the PDPA, SIT shall not be required to inform the individual of such disclosure.

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

ACCESS REQUEST FORM

A The Requesting Party's Details

Full Name (Block letters)	:	
NRIC/ Passport Number / Student ID	:	
Telephone Number(s) Residential/ Office/ Mobile	:	
Email	:	

B Your status/relationship with the Singapore Institute of Technology

In order to help us verify your identity and locate your personal information, please complete the following questions as far as possible:-

(a) CURRENT STUDENT

Current student

Year of study:

Degree Programme/Course.....

(b) STAFF

Current staff

Department/ Division: Staff Number:

Former staff

Date employment ceased:

Department/ Division: Staff Number:

(c) ALUMNUS

Alumnus

Year of graduation:

Degree Programme/Course:

(d) OTHER

If you are not a student, staff or alumnus, describe the nature of the relationship you had/have with SIT and where possible, provide all other relevant details, including when the relationship was established.

.....
.....

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

ACCESS REQUEST FORM

C Your Request

Please provide the following information to enable us to respond to your request :-

A. Detailed description of the personal data that you are requesting for access to	
B. Name of the officer/employee of SIT and his/her division who collected the personal data	
C. Date and purpose(s) for which the personal data was provided	
D. Reasons for your request for access to your Personal Data	

ACCESS REQUEST FORM

Declaration

I, NRIC/ Passport No/ Student ID, certify that the information given on this application form for access to Personal Data for the Singapore Institute of Technology ("SIT") is correct. I understand that I will have to pay a reasonable fee and provide proof of my identity (either my NRIC or Passport). I also understand that it may be necessary for SIT to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signature:

Date:

Please return the completed form to the Data Protection Officer :-

Email address: dpo@singaporetech.edu.sg.

Postal address: The Data Protection Officer, 1 Punggol Coast Road, Singapore 828608
(if you are intending to provide this form and documents via post, which is not mandatory)

Items accompanying your application are:-

- i Proof of identity (for example, NRIC/Passport, university card, other forms of proof of identity)
- ii A fee, the quantum of which you shall be notified of at the time the access request is made