

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

CORRECTION REQUEST FORM

Notes for Applicants

1. Under the Personal Data Protection Act of Singapore 2012, an individual is entitled to request an organisation to correct any error or omission in the personal data about the individual that is in the possession or under the control of the organisation.
2. The request must be made in writing and 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 to be corrected.
3. The Singapore Institute of Technology (“**SIT**”) will comply with the request for correction within 30 days of receiving the request or receiving the required information, whichever is later. SIT will provide an updated timeline should SIT require more time to respond to the correction request.
4. Please complete the following form and sign the accompanying declaration and submit, with your proof of identity, to the Data Protection Officer at the address given below.
5. SIT is not required to correct Personal Data for:-
 - a. Opinion data kept solely for an evaluative purpose;
 - b. Any examination, examination scripts and, prior to the release of examination results, examination results; or
 - c. Document related to a prosecution if all proceedings related to the prosecution have not been completed.
6. SIT may send the corrected personal data to specific organisations to which the personal data was disclosed by SIT within a year before the date the correction is made.

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A 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, as far as possible, provide complete responses to the following questions where relevant:-

(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.

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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 correction of	
B. Name and division of the of SIT personnel who collected the personal data	
C. Date and purpose(s) for which the personal data was provided	
D. Details of the correction to be made	

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Declaration

I, NRIC/ Passport No/ Student ID, certify that the information given on this Correction application form to the Singapore Institute of Technology ("SIT") is correct. I understand that I will have to provide proof of my identity (either my NRIC, Passport or Student ID). I 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.

I consent to SIT sending my corrected personal data to other organisations to which the personal data was disclosed by SIT within a year before the correction is made.

Signature

Date

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

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)

Documents which must accompany your application are:-

i Proof of identity (For example, NRIC/ Passport, university card, other forms of proof of identity)