

**WITHDRAWAL OF CONSENT REQUEST FORM**

Notes for Applicants

1. Under the Personal Data Protection Act of Singapore 2012, an individual is entitled to withdraw any consent given, or deemed to have been given, in respect of the collection, use or disclosure by that organisation of personal data about the individual for any purpose.
2. The request must be in writing and 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no., student ID or other form of proof of identity) and to locate the record of personal data for which consent is withdrawn.
3. The Singapore Institute of Technology (“**SIT**”) will comply with the request for withdrawal of consent within 10 business days of receiving the request or receiving the information referred to in (2), whichever is later. Should SIT require more time to give effect to a withdrawal notice, SIT will inform within 10 working days the timeframe by which the withdrawal of consent request will take effect.
4. Notwithstanding such withdrawal of consent, SIT may continue to collect, use or disclose data without the consent of the individual if it is required or authorized under the Personal Data Protection Act 2012 or any other written law.
5. To withdraw consent for collection, use or disclosure of your personal data, please complete the following form and sign the accompanying declaration and proof of identity, to the Data Protection Officer at the address provided in the form.
6. Please note that when you withdraw your consent to any collection, use and/or disclosure of your personal data, it may affect the services provided by SIT to you when such consent is regarded as a condition of providing services from SIT.

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**A. The Requesting Party's Details**

Full Name (Block letters)	:	
NRIC/ Passport Number/ Student ID	:	
Address	:	
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) STUDENT**

- Current student (please give year of study) .....
- Former student (please give date last registered).....
- Degree Programme/Course.....

**(b) STAFF**

- Current staff
- Former staff (please state date employment ceased) .....
- Department/ Division ..... Staff Number .....

**(c) ALUMNUS**

- Alumnus (please give year of graduation) .....

**(d) OTHER**

If you are not a student, staff or alumnus, describe what relationship have you had/have with SIT and when?

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

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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 for which you are withdrawing consent	:	
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. Details of your request for withdrawal of consent for collection, use and/or disclosure (please specify) of Personal Data	:	
E. For withdrawal of consent to the sending of marketing messages, please specify the telephone (or fax) number at which you no longer wish to receive marketing messages from SIT	:	
F. Reasons for withdrawal of consent	:	

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**Declaration**

I ....., NRIC/ Passport No/ Student ID ....., certify that the information given on this Withdrawal of Consent 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.

Signed .....

Dated .....

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

**Email address:** [dpo@singaporetech.edu.sg](mailto: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 Evidence of your identity (**NRIC/ Passport, University card, proof of identity**)