

## PERSONAL DATA REQUEST FORM

### Things to Note

1. Please complete this form in the English language. Wiplus Pte Ltd (WIPLUS) will refuse to comply with your request if your request is not made in the English language.
2. You are not entitled to access personal data that does not belong to you. WIPLUS may require you to verify your identity.
3. If the personal data you request is recorded in an audio form, WIPLUS may provide a transcript of the relevant part which contains your personal information.
4. If the personal data you requested is in a CCTV recording, you will be required to provide a clear and coloured photograph of yourself, taken no later than 3 months prior to the date of the purported recording.
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. WIPLUS may refuse to comply with your request if you have not provided the information that WIPLUS reasonably requires.
6. The information that you have provided herein shall be used for processing your requests. The provision of the personal data herein is voluntary.
7. Please send a copy of the duly completed form to WIPLUS via Email or post at:  
  
Wiplus Pte Ltd  
  
111 North Bridge Road #08-10 Peninsula Plaza Singapore 179098  
  
Attention: Privacy Officer  
  
Email: [wiplus\\_all@wiplus.co](mailto:wiplus_all@wiplus.co)
8. You shall bear all postage fees.
9. A charge of S\$10 (including GST) will be imposed on each submission of a request for access to personal data to meet our costs in providing you with details of the information we hold about you. This charge may be subject to revision by WIPLUS from time to time. Payment of the applicable charge shall be by way of cheque made out to **Wiplus Pte Ltd** at the time of submission of the request.
10. Please attached separate sheets if necessary.

### Section A: Details of requestor

#### Type of Request

*Please tick where applicable*

- Correction of personal data (*you will not need to fill in Section D*)
- Access to personal data (*you will not need to fill in Sections C and D*)
- Withdrawal of consent to use of personal data (*you will not need to fill in Section C*)

**Requestor's Particulars**

<b>Name :</b>	<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>
<b>Gender :</b>	Male / Female*
<b>Identification No :</b>	NRIC / Passport No.*
<b>Address :</b>	
<b>Previous Address :</b>	<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>
<b>Telephone No :</b>	<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>
<b>Email :</b>	<i>State all your email addresses. If you have previously used other email addresses, please also state your previous email addresses and the time period that you have used each email address.</i>

(\*Please delete where applicable)

**Proof of Identity**

Please enclose **certified true copies** of one of the following documents. Please tick where applicable.

- A validly signed passport, including photograph
- A valid Singapore driving license
- National identity card

**Section B: Describe how you provided your personal data to WIPLUS**

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

Please tick where applicable

	Job Application		Commercial Dealings
	Date:		Date:
	Visit to WIPLUS's premises		Secondment / Internship
	Date:		Date:
	Employment		Others
	Date:		Date:

Please indicate to whom was your personal data provided to:

<b>Person-in-charge :</b>	
<b>Office/Department :</b>	
<b>Reference No (if any)</b>	

Only complete this section if you require a recording of a **telephone call**:

<b>Date of telephone call</b>	
<b>Time of the call :</b>	
<b>Your telephone number at time of call</b>	
<b>Your name at time of call</b>	

Only complete this section if you require a **CCTV recording**:

<b>Location of Camera :</b>	
<b>Date of Recording :</b>	
<b>Time of Recording :</b>	

**Section C: Request for Correction**

*Please complete this section if you are requesting a correction of your personal data by WIPLUS.*

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

**Section D: Cessation of use of personal data**

*Specify the particulars of the personal data that you wish for WIPLUS to cease using. You consent to WIPLUS contacting you to inform you of the consequence of such withdrawal of consent.*

**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 supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_