

PERSONAL DATA CORRECTION FORM

Important Note:

1. Under the Personal Data Protection Act of Singapore, you are entitled to request correction of an error or omission in your personal data that is in our possession or under our control.
2. The request must be in writing and by completing this form and sending it to:
The Data Protection Officer
Lloyd McGill Pte Ltd
10 Ubi Crescent #03-66 Ubi TechPark Singapore 408564
Email: enquiry@lloydmcgill.com
3. We will contact you to verify your identity and ask for further details needed to facilitate the request.
4. We will respond within 30 days of receipt of completed form.
5. We may send the corrected data to specific organizations to which the data was disclosed, if needed, upon your consent.

PART 1: ABOUT THE REQUESTER

- I am the owner of the personal data (data subject).
 I am making this personal data correction request for another person.

PART 2: PARTICULARS OF THE DATA SUBJECT

Name (as in NRIC / Passport):	NRIC / Passport No. <i>(Only the last 3 numbers and checksum e.g. 567A)</i>
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Address:

Mobile:	Office:	Email address:
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PART 3: PARTICULARS OF THIRD-PARTY REQUESTER

(To be filled if requester is made by a person other than data subject)

Name (as in NRIC / Passport):	NRIC / Passport No. <i>(Only the last 3 numbers and checksum e.g. 567A)</i>
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Address:

Mobile:	Office:	Email address:
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Reason(s) for making this request for the correction of personal data of Data Subject

Are you authorized to make this data correction request? YES NO
(Please provide copy of written authorization)

PART 4: DATA SUBJECT RELATIONSHIP WITH LLOYD MCGILL

In order to help us verify the identity and locate the personal data, please complete the following questions:

- Job Applicant
- Previous Employee
- Training Participant
- If you are NOT a job applicant, previous employee nor a training participant, describe your current/previous relationship with Lloyd McGill below:

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	:	
B. When you submitted your Personal Data to Lloyd McGill and for what purpose	:	
C. Detailed description of the correction to be made	:	

Declaration

I _____ certify that the information given on this Personal Data Correction Form to Lloyd McGill is correct. I understand that I will have to provide proof of my identity and it may be necessary for Lloyd McGill to obtain more detailed information in order to facilitate this request.

- I consent to Lloyd McGill sending my corrected personal data, if needed, to other organizations to which the personal data was disclosed by Lloyd McGill before the correction was made.

_____ Signature	_____ Date of Request	_____ Effective Date
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For administration use only:

Correction Request Form received by/on:	Name of Staff	Signature/Date
Request Completed by/on:	Name of Staff	Signature/Date