

PERSONAL DATA ACCESS REQUEST FORM

To help us provide a quick and accurate response to your access request, you need to fill up this form.

Please note that we can only provide you with personal data that is in our possession or under our control. The access to personal data may be refused in a number of circumstances such as requests which would impose an unreasonable burden in terms of expense; Personal data that relates to anticipated legal proceedings; or the request for access is frivolous or vexatious. If we deny or restrict your access, we will do so in writing including the reasons for the denial. You may seek a review of our decision by submitting a review application to PDPC. We will preserve a copy of the withheld personal data for a period of at least 30 calendar days after rejecting your access request. If PDPC determines that it will take up your review application, as soon we receive a Notice of Review Application from the PDPC, we will preserve the withheld personal data until the review by PDPC is concluded and any right you have to apply for reconsideration and appeal is exhausted.

An Administration Fee may be charged for the handling and processing of your request to access your personal data. If so, we will inform you of the fee beforehand. If an administration fee is required, payment by cheque should be crossed and made payable to "Lloyd McGill Pte Ltd". We will process the request only upon receipt of cleared funds.

Please complete this form and email it to our DPO: enquiry@lloydmcgill.com.

Upon receipt of the completed Personal Data Access Request Form, our Data Protection Officer will contact you via email, to advise on the Administration Fee and to verify your identity, and if more information is required to process your request.

