PERSONAL DATA CORRECTION/UPDATE REQUEST FORM ("PD1")

Guide for making a Personal Data Correction/Update Request

For the purpose of this form:

- a Data Subject is an individual who is requesting correction/update of his/her own personal data; and
- a Third Party Requestor is another individual/entity that is requesting to correct/update personal data owned/previously provided by a Data Subject

Sections to fill:

- Sections applicable to requests made by Data Subject personally: 1, 2, 3, 5, 6,7 & 8
- Sections applicable to requests made by Third Party Requestor on behalf of Data Subject: 1, 2, 4, 5,6, 7 & 8

Supporting documents required:

- For Data Subjects – copy of the National Registration Identification Card (NRIC) or passport bearing signature of Data Subject.
- For Third Party Requestors (Individual) - copy of the NRIC or passport bearing signature of Third Party Requestor as well as documents evidencing the right/authority of the Third Party Requestor to the information of the Data Subject.
- For Third Party Requestors (Entity) – certified true copies of identity of Third Party Requestor as well as documents evidencing the right/authority of the Third Party Requestor to the information of the Data Subject.

Compliance with request:

- Please note that we will not be able to comply with your request in certain circumstances, e.g. where we are not able to verify your identity or similar requests have been received repetitively. However, we will notify you of any such decision.

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SECTION 1: NATURE OF RELATIONSHIP

Please state the nature of your relationship with us (please tick [✓] one of the following):

☐ I am an employee/former employee of Lion Group
(You may skip Section 4 of this form)

☐ I am a current/former customer, client, business associate, vendor service provider or supplier of Lion Group
(You may skip Section 4 of this form)

☐ I am making a request for personal data of another person
(You may skip Section 3 of this form)

☐ Others – and a Data Subject myself *(Please specify)*
(You may skip Section 4 of this form) _____

SECTION 2: LION GROUP OF COMPANIES

Please complete the following information:

Name of Department/Function: _____

Name of the Company: _____

Others *(please specify, if applicable):* _____

SECTION 3: DATA SUBJECT (To be filled by Data Subject)

*Full name (as per NRIC): _____

*NRIC/Passport No :
(Copy to be attached) _____

Office phone: _____ *Mobile phone: _____

*e-mail: _____

Name of Officer/Department previously dealt with : _____

* *(mandatory fields)*

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SECTION 4: THIRD PARTY REQUESTOR (To be filled by Third Party Requestor)

This request is based on the following capacity (please tick [✓] one of the following):

☐ I am acting under the Data Subject's authorisation/mandate/Power of Attorney

☐ I am the legal/personal representative of the Data Subject

☐ I have a Warrant/Court Order allowing access to the Data Subject's personal data

☐ I am the executor/administrator of the Data Subject's estate

☐ Others (please specify)

_____

_____

_____

_____

**Please enclose proof of your authority to access the personal data of the Data Subject. You must ensure that the document has been certified by a Commissioner for Oaths, a Notary Public or an Advocate Solicitor.*

A) Particulars of Data Subject

*Full Name (as per NRIC): _____

*NRIC/Passport No. :
(Copy to be attached) _____

Name of Officer/Department previously dealt with by Data Subject: _____

B) Particulars of Third Party Requestor

*Full Name (as per NRIC): _____

*NRIC/Passport No. :
(Copy to be attached) _____

Requestor's relationship with Data Subject: _____

Name of Company/Firm/Agency:
(If the Third Party Requestor is a non-individual) _____

Company Registration No.: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Town/City: _____ Postal Code: _____

Country: _____

Office phone: _____ *Mobile phone: _____

*Email: _____

* *(mandatory fields)*

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SECTION 5: CORRECTION OF PERSONAL DATA

Please indicate the personal data to be corrected:

Full name (as per NRIC): _____

NRIC/Passport No : _____ Old IC: _____

Date of birth: _____ Gender: _____

Residence Status: _____ Nationality: _____

Office/house phone: _____ / _____ Mobile phone: _____

Facsimile: _____ e-mail: _____

Marital status: _____

Correspondence/Mailing Address: (Line 1) _____

(Line 2) _____

(Line 3) _____

(Line 4) _____ Postcode : _____

(Line 5) Town/City: _____ Country: _____

Employment Details: _____

_____

Others : _____

_____

_____

_____

_____

Attach additional sheets if necessary.

SECTION 6: ADDITION OF PERSONAL DATA

Please indicate the personal data to be added:

Description of Personal Data (e.g. name, marital status, residential status, nationality etc.)	**Personal Data to be added**

Attach additional sheets if necessary.

SECTION 7: DELETION OF PERSONAL DATA

Please indicate the personal data to be deleted and reason(s) for deletion by ticking [✓] one of the following:

☐ To delete the entire personal data of Data Subject; or

☐ To delete specific data of Data Subject as mentioned below

Description of Personal Data (e.g. name, marital status, residential status, nationality etc.)	**Reason(s) for deletion**

Attach additional sheets if necessary.

SECTION 8: DECLARATION

I/We, _____ hereby certify that the information given in this form and any document submitted/enclosed are true and accurate. I/We understand that:

i. It will be necessary for you to verify my/our/the Third Party Requestor's identity, and

ii. That you may contact me/us for more detailed information in order to verify the personal data to be updated/corrected.

I/We also understand that any and/or all personal data provided by me/us in this Personal Data Update/Correction Request Form will be collected and processed by you as personal data in accordance with the Personal Data Protection Act, 2010.

Signature : _____

Date :

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INTERNAL/OFFICE USE ONLY							
	P-I-C	P-I-C	P-I-C	P-I-C	Reviewer	P-I-C	Reviewer
	Received by	Completed/ Declined/ Pending	Reasons for declining/ pending resolution	Remarks (with action plan where required)	Approved by/ Rejected by	Resolved by/ not able to resolve by	Approved by/ Rejected by
Signature							
Name							
Date							