



INTERNATIONAL FRENCH SCHOOL (SINGAPORE)

**FORM TO REQUEST ACCESS, CORRECTION OF PERSONAL DATA AND/OR
WITHDRAWAL OF CONSENT**

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Access request to a Personal Data

Please complete this form and submit it to the **Data Protection Officer** via email: dpo@ifs.edu.sg

Name and Firstname:

Contact number:

Email address:

Under the **Personal Data Protection Act 2012 (PDPA)**, you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year. For security reasons, in order to deal with your request, we require you to provide proof of identity and enough information to enable us to locate the personal data that you request.

Please check the applicable box(es):

- I am making an access request for my own personal data
- I am making an access request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of another individual(s) :

Name of another individual(s) whom you are making an access request on behalf of

.....

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).

Please specify :

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IFS retains the right to refuse access to some data listed in the « Personal Data Protection Policy »

Correction of Personal Data

Please complete this form and submit it to the **Data Protection Officer** via email: dpo@ifs.edu.sg

Name and Firstname:

Contact number:

Email address:

Please ensure that the information you are providing is accurate. The personal data you submit in this form is necessary for processing your request and any inaccuracies, errors or omissions may result in delays in processing the request and/or our inability to process it.

Your Personal Data Correction Request will be subject to approval following the receipt of the completed form. We will endeavour to provide our response within the statutory period.

We reserve the right to refuse to process the Personal Data Correction Form in accordance with Section 22(4) and the Sixth Schedule of the PDPA.

Please fill **only** the relevant section.

Please specify whether it is information about:

- the mother
- the father
- both parents
- the legal guardian
- Other

- New postal address:.....
- New email address:.....
- New phone number:.....
- New marital status:.....
- New passport or visa : please enclose a copy
- New bank details:
 - Bank name:.....
 - Beneficiary:
 - Bank code:
 - Branch code:
 - Account #:

- Other, please specify:.....

Disclosure of corrected personal data :

Please note that pursuant to the Personal Data Protection Act 2012, IFS is required to send the corrected personal data to every other organisation to which the personal data was disclosed by IFS within a year before the date the correction was made, unless that other organisation does not need the corrected personal data for any legal or business purpose. IFS may voluntarily include disclosure for more than 1 year to ensure a broader coverage of accuracy across recipients.

Request for withdrawal of consent

Please complete this form and submit it to the **Data Protection Officer** via email: dpo@ifs.edu.sg

Name and Firstname:

Contact number:

Email address:

Purpose for withdrawal of consent

To help us to deal with your request quickly and efficiently **please provide as much detail as possible about (1) what personal data and (2) what purposes or use you wish to withdraw consent for.** If possible, please let us know when you originally consented.

Declaration

- I am requesting to withdraw my previously provided consent given to IFS. I confirm that the information provided in this form is correct and that I am the data subject whose name appears in this form. I understand that my request will not be valid until I have provided proof of identity, enough information to locate the personal data I want, and where applicable, the administrative fees required by IFS.

Proof of identity mandatory

Proof of identity is **required** both for a request for access and for a request to modify personal data and/or to withdraw consent.

To help us establish your identity, **your request must be accompanied by proof of identity and proof of address, clearly showing your name and/or current address.** This is a security measure to prevent fraud / theft of personal data and to ensure we are releasing information to you and not to a third party.

Please enclose one identification document AND one proof of current address :

1. Identification Document :

- Passport;
- National registration identity card (NRIC);
- Driving licence or
- Birth or adoption certificate.

2. Proof of Current Address :

Latest copy (within last three months) of :

- Bank statement or credit card statement;
- Utility bill or
- Telecommunications bill.

If none of these are available, please contact our Data Protection Officer at dpo@ifs.edu.sg on other acceptable forms of identification.

Note:

After receipt of this form, we will send you an acknowledgement email to let you know or request further details on your request.

- By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.

Date :

Name & Signature :