

## 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 by completing this form and sending it to our DPO: [dpo@sasco.org.sg](mailto:dpo@sasco.org.sg)
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 calendar days of receipt of completed form.
5. We will disseminate through the applicable system(s) and/or to authorized users, and pass to third parties to whom the personal data has been transferred the changes made unless they do not need it for any legal or business purpose.
6. We may not correct the personal data if we are satisfied on reasonable grounds under the PDPA or other applicable written law that the correction and/or erasure should not be made.

### PART 1: ABOUT THE REQUESTER

Name:

Contact Number:

Email address:

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

Please complete this section if you are making the request on behalf of other individual.

Name of other individual whom you are making a request on behalf of:

Your Relationship with the other individual:

Reason(s) for making this request on behalf of the other individual:

Are you authorized to make this data correction request?     YES             NO

*(Please provide evidence of authority to request e.g., letter of authorization)*

### PART 2: DESCRIPTION OF THE PERSONAL DATA TO CORRECT

To enable us to process your request quickly and efficiently, please provide the following information:

A. Detailed description of the personal data that you are requesting for correction	:	
B. When you submitted your Personal Data to us and for what purpose	:	
C. Detailed description of the correction to be made	:	

**Declaration**

- I certify that all information given on this Form are true and correct to the best of my knowledge.  
 I consent to SASCO Senior Citizens' Home sending my corrected personal data, if needed, to other organizations to which the personal data was disclosed by SASCO Senior Citizens' Home before the correction was made, for the same purposes to which it has been previously given.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name & Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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