



## ACCESS OR CORRECTION REQUEST FOR PERSONAL DATA FORM

I. APPLICATION FOR ACCESS OR CORRECTION OF PERSONAL DATA			
<p>1. 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. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to correct personal data that we have collected from you.</p> <p>2. Please complete this form and submit it to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>In person or by post: Data Protection Officer Plano Pte Ltd</p> <p>72 Anson Road #12-06 Anson House, 079911</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Alternatively, you can email the completed form to us: <a href="mailto:dpo@plano.co" style="color: blue; text-decoration: underline;">dpo@plano.co</a></p> </td> </tr> </table>		<p>In person or by post: Data Protection Officer Plano Pte Ltd</p> <p>72 Anson Road #12-06 Anson House, 079911</p>	<p>Alternatively, you can email the completed form to us: <a href="mailto:dpo@plano.co" style="color: blue; text-decoration: underline;">dpo@plano.co</a></p>
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II. PARTICULARS OF REQUESTOR			
<b>Name of requestor:</b>			
<b>Contact number:</b>	<b>Email address:</b>		
<p><b>Please check the applicable box(es):</b></p> <p><input type="checkbox"/> I am making an access request for my own personal data</p> <p><input type="checkbox"/> I am making an access request on behalf of other individual(s)</p> <p><input type="checkbox"/> I am making an correction request for my own personal data</p> <p><input type="checkbox"/> I am making an Correction request on behalf of other individual(s)</p>			
Please complete this section if you are making an access request on behalf of other individual(s)			
<b>Name of other individual(s) whom you are making an access request on behalf of:</b>			
<b>Contact number:</b>	<b>Email address:</b>		

### III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

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).

### IV. DECLARATION

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

\_\_\_\_\_  
**Name & Signature**

\_\_\_\_\_  
**Date (DD/MM/YYYY)**

#### Additional Notes:

- Once Plano Pte Ltd has received your request, the individual will receive an acknowledgement email or telephone call within **1 week** upon receiving your **request/correction of personal data**
- All information, including personal data ("**Information**") submitted will only be used for the purposes set out herein and be treated in accordance with Term and Conditions stipulated in Plano Privacy Policy found at: <https://plano.co/privacy-policy/> ("**Privacy Policy**").
- By submitting this form, you agree to grant and authorize Plano. Pte Ltd the right to collect, use, process and disclose your name, contact information and other personal data, without remuneration or compensation for the purposes of **request/correction of personal data** and for any and all purposes as set out in the Privacy Policy
- By supplying your telephone number and/or email address, Plano Pte. Ltd. can contact you in any of those ways in connection with this **request/correction of personal data**
- To protect our data, Plano Pte Ltd. Will not process this **request/correction of personal data** until we have verified you and any additional parties where required.

#### Proof of identity

- Individual who are sending their request will have to verify their identify in one of the following ways
  - Screenshot /picture of digital NRIC via Singpass app
  - Physical photocopy of NRIC
  - Digital copy (scanned picture) of NRIC

**Fees**

- A handling fee of approximately S\$50 may be imposed for processing your request/correction of personal data

**Legal**

- Plano Pte Ltd may be required or permitted by law to not provide an individual access to certain Personal Data or information about the ways your Personal Data has been or may have been used or disclosed

**Processing**

- Plano Pte. Ltd will take approximately **1 month** processing time for an access/correction request, and will inform the individual if it requires more time to process the access/correction request.
- Processing time will commence only after individual’s identity has been verified by Plano Pte. Ltd
- Plano Pte Ltd will inform the individual of the status of his access/correction request via email or telephone contact provided by the individual

**Denial of access request**

- Plano Pte Ltd does not grant an access/correction request under the following conditions:
  - Individual is uncontactable
  - Individual’s identity cannot be successfully verified
  - Inappropriate or offensive language or behavior by the individual to staff of Plano. Pte. Ltd
  - Any inappropriate behavior or requests by the individual under PDPA or Singapore governing law

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**To be completed by Human Resource**

Request handled by:  Date:	Identity of requestor verified by:  Date:	Acknowledges receipt by:  Date	Filing by (HR Record management):  Date:
Remarks:			

Request rejected by:  Date:	Reasons	Written refusal issues to requester by:  Date	Filing by (HR Record management):  Date:
Remarks:			