

25 HOURS

Access Request Form

Introduction

Under the Personal Data Protection Act ("PDPA"), individuals have a right to request for the correction of their personal data that is within the possession or control of 25H Pte Ltd and/or its affiliates ("25Hours").

To make a Access Request, please fill in your details and complete the relevant section below.

Particulars of Requestor

Full Name: _____

Contact Number: _____

Email: _____

Postal Mail: _____

Access Requests:

Please read the notes below carefully before completing this Form.

Notes:

1. You shall specify, in sufficient details and clarity, the personal data that you wish to request correction of and the details of such correction, from 25Hours, in order to facilitate the efficient processing of your request by 25Hours. If you fail to supply sufficiently reasonable details to 25Hours such as to enable 25Hours to process your request, 25Hours may be unable to assist you in your personal data access request.
2. Please note that in accordance with Section 21 (1) of the PDPA, 25Hours will, subject to any other provisions of the PDPA, comply with your data access as soon as reasonable possible upon your request. The duty of 25Hours to comply with your data access requests only extends to providing you with (i) personal data about you that is in the possession or under the control of 25Hours; and (ii) information about the ways in which the personal data has been or may have been used or disclosed by 25Hours within a year before the date of the request.

3. 25Hours is entitled to charge you a reasonable fee in order to process your personal data access request.
The fee in respect of processing your personal data access request is as follows:

Administrative Charges: S\$0.00

4. The personal data you provide herein will be used by Sky Premium for the processing of your personal data access request. Such personal data may be disclosed to other departments within Sky Premium for the same purposes.

Your Requested Data:

(Please tick as appropriate)

- ☐ Personal basic information
- ☐ Employment/membership information
- ☐ Information about the ways in which your personal data has been or may have been used or disclosed by Sky Premium within a year before the date of this request
- ☐ Others (please be as specific as possible, use a separate sheet if necessary):

Date around which or period within which the Requested Data were collected (if known):

FOR OFFICIAL USE ONLY:

For Data Protection Officer's Record

Date received: _____

Date recorded in Log Book: _____

For Official Use Only:

Date Replied: _____

*Accepted/Rejected: _____

Reasons for Rejection (if applicable): _____

Fees (if applicable): _____

Cheque received: _____

Copies sent on: _____

Action taken by: _____