

25 HOURS

Correct 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 Correction Request, please fill in your details and complete the relevant section below.

Particulars of Requestor

Full Name: _____

Contact Number: _____

Email: _____

Postal Mail: _____

Correction 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 correction request. Please note that in accordance with Section 22(2) of the PDPA, 25Hours will, subject to any other provisions of
2. the PDPA, correct your personal data as soon as practicable upon your request. However, 25Hours reserves the right to refuse your correction request if it is satisfied on reasonable grounds that a correction should not be made.
3. The personal data you provide herein will be used by 25Hours for the processing of your personal data correction request. Such personal data may be disclosed to other departments within 25Hours for the same purposes.

Personal Details that require Correction:

Details of Correction:

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

I hereby certify and warrant that the above information that I have provided is true, accurate and complete.

Requestor Signature

Date

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:
