

## Request Form for Access/Correction of Personal Data

### Important Notice to Requestor:

1. Please read these instructions carefully before completing this Request Form for Access/Correction of Personal Data ("**Form**").
2. This Form is to be used by individuals requesting to access and/or amend their personal data held by or under the control of NTUC Fairprice Co-operative Ltd ("**FairPrice**").
3. You are not entitled to access and/or amend data which is not personal data, or personal data not belonging to you. It is an offence under Section 51 of the Personal Data Protection Act 2012 to obtain access/make a request for correction to the personal data of another individual without the authority of that individual.
4. Please complete the identification box below clearly, and in detail. FairPrice may seek further clarification, or refuse to comply with your request if you have not provided sufficient information as may be reasonably required to locate the requested data. Your request cannot proceed until all sections are completed satisfactorily.
5. FairPrice shall conduct a strict verification process to ensure that FairPrice does not reveal and/or amend personal data about another individual, in contravention of Section 21 of the Personal Data Protection Act 2012. FairPrice may require you to produce further identification documents to verify against our records.
6. To make a request, you may either:-
  - (i) email this completed Form to **Customer Relations** at **feedback@warehouseclub.com.sg** with an attached scanned copy of your NRIC to verify against our records; or
  - (ii) proceed to our **Head Office** at **NTUC FairPrice Co-operative Limited, 680 Upper Thomson Road, Singapore 787103** with your NRIC to verify against our records.
7. FairPrice reserves the right to charge a reasonable administrative fee in order to attend to your request for access to your personal data.
8. Upon receipt of your request, together with the relevant identification documents and, if applicable, the administrative fee for access to your personal data, FairPrice will aim to complete your request as quickly as possible, but please allow up to thirty (30) days for us to respond.

## **Request Form for Access/Correction of Personal Data**

<b>IDENTIFICATION INFORMATION</b>	
Family Name (Surname)	
Given Name	
Passport / NRIC/ FIN	
Date of birth (DD-MM-YYYY)	
Address	
Contact Number	
Contact Email	

<b>REQUEST FOR ACCESS/CORRECTION</b>	
Details of the request	<input type="checkbox"/> Access to personal data <input type="checkbox"/> Correction of personal data
Please indicate the personal data item (e.g. name, address, telephone number, etc.) which you wish to request access to, or if you wish to correct personal data, please write the details of the personal data to be corrected (please attach additional sheets if necessary).	

<b>DECLARATION</b>	
<ol style="list-style-type: none"><li>1. I declare and confirm that I am the individual referred to in this Form and that all the information provided in this Form is true, complete, and correct and has been provided to FairPrice to enable it to respond to my request.</li><li>2. I consent to FairPrice using the personal data in this Form to access or correct my personal data.</li><li>3. I agree that FairPrice, its related or affiliated co-operatives and corporations, and their respective service providers can use my corrected personal data for the same purpose(s) for which the original data was collected.</li><li>4. I acknowledge and agree that all or part of my request may be denied by Fairprice, as permitted by law.</li></ol>	
<b>Signature:</b>	<b>Date (DD-MM-YYYY):</b>