

PERSONAL DATA ACCESS REQUEST FORM



SECTION 1: Your Relationship with Swinburne Sarawak	Submit the form to:
current / former student of Swinburne Sarawak	sc@swinburne.edu.my
current / former supplier of Swinburne Sarawak	proc.fin@swinburne.edu.my
Others (please specify):	evgan@swinburne.edu.my

For staff, please complete the Employee Personal Data Access Request Form available on Blackboard.

SECTION 2: Your Particulars	
Full name (as per MyKad/ Passport)/ Student ID No.	
Contact Number	
Declaration	
I hereby confirm that the information given in this form is true and accurate. I understand that Swinburne Sarawak may contact me for more detailed information in order to locate the information requested below.	

SECTION 3: The Personal Data Requested (if the information you are seeking is not listed below please provide full details in the 'other information' section).		
For Students ¹		For Suppliers/ Others
Contact no.	MyKad no.	Contact no.
Emergency contact	Passport no.	Full name
Full name	Personal email	MyKad no.
Gender	Postal address	Passport no.
Nationality	Race	Postal address
Health condition/ Special needs	Religion	Residential address
Marital status	Residential address	
Other Information		

Office use only			
Proof of identification sighted (Only for hard copy forms submitted)	Student ID	MyKad	Passport
Received and checked by (response must be <u>within 21 days</u> of receipt)	Signature		Date
Authorized by the Manager/ Assistant Manager of the management unit handling the request for the release of personal data requested (Only for <u>other information</u> requested)	Signature		Date
Completed by	Signature		Date

¹ The request for Result Slips, Transcripts and Certificates is not considered a data access request. Any student wishing to request for these items must download the relevant forms from http://www.swinburne.edu.my/student_operations/general_admin.php?do=student_forms.