

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 <i>(Only for hard copy forms submitted)</i>	Student ID	MyKad	Passport
Received and checked by <i>(response must be within 21 days of receipt)</i>	Signature		Date
<i>(Only for other information requested)</i> Authorized by the Manager/ Assistant Manager of the management unit handling the request for the release of personal data 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-engagement/student-forms-guides-faq/student-forms.php>.