PERSONAL DATA ACCESS REQUEST FORM

For the purpose of this form, the Data Subject/Relevant Person (as defined under the Personal Data Protection Act 2010) must provide a copy of an identification card (NRIC) or passport, an authorization letter by the Data Subject, and other relevant supporting documents as required by us. Please note that, we may not be able to process your request in the event of the personal data provided is inaccurate, incomplete, misleading or not up to date in the first place. A request to access personal data is subject to requirements under the Personal Data Protection Act 2010.

If the data access requestor is the Data Subject, please complete Section 1 and the Declaration by the Data Subject. If the data access requestor is a Relevant Person, please complete Section 2 and the Declaration by the Relevant Person.

SECTION 1 : TO BE FILLED IN BY DATA SUBJECT	
Full Name as per NRIC	
New NRIC No./ Passport No. (Attach copy)	
*House Phone	
*Office Phone	
Mobile Phone	
SECTION 2 : TO BE FILLED IN BY RELEVANT PERSON	
A : Particulars of Data Subject	
Full Name as per NRIC	
New NRIC No./Passport No. (Attach copy)	
B : Particulars of Relevant Person	
Full Name as per NRIC	
New NRIC No./Passport No. (Attach copy)	
Address	
*House Phone	
*Office Phone	
Mobile Phone	
**Non-mandatory information*	

ACCESS OF DATA SUBJECT'S PERSONAL DATA

Please provide a description of the personal data to be accessed.

Declaration by the Data Subject	**Declaration by the Relevant Person**
I,…… …… hereby certify that the information given in this form and any documents submitted are true and accurate. Signature:…….. Date:……..……...	I, ……..... …… hereby certify that the information given in this form and any documents submitted are true and accurate. I, hereby agreed that you may contact the Data Subject to verify my identity. Signature:…… Date:…….……...

FOR SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK USE ONLY

	FORM RECEIVED Date:		**RESPONSE SENT** Date:
Remarks:			

Important Notes:

1. **SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK shall inform the Data Subject in writing within 21 working days for any data access request made by the Data Subject**
2. **If the period of 21 days is insufficient, SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK shall give notice in writing to the Data Subject and SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK shall comply with the data access request within 14 days after the expiration of the 21 days period.**