



Access Request Form

APPLICATION TO ACCESS PERSONAL DATA

1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.
2. Please complete this form and submit it to: dpo@hongseafood.com

PARTICULARS OF REQUESTOR

If you are making a request to access consent for collection, use or disclosure of your own personal data, please provide a copy of your NRIC, passport, driver’s license or work pass/permit. If you are making a request on behalf of someone else, please provide a letter of authorization from that person and copies of both your and the other person’s NRIC, passport, driver’s license or work pass/permit.

Name of requestor:

Contact number:

Email Address:

Please check the applicable box(es):

- I am making an access request for my own personal data
 I am making an access request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of other individual(s)

Name of other individual(s) whom you are making an access request on behalf of:

Contact number:

Email Address:

DESCRIPTION OF THE PERSONAL DATA REQUESTED	
To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).	
DECLARATION	
By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.	
<hr/> Name & Signature	<hr/> Date (DD/MM/YYYY)

Additional Notes:

We will respond to your request within 30 days. If there are any charges associated, we will notify you in advance. For successful requests, a copy of the personal data will be sent to the registered billing address.

Note:

Hong Seafood Pte Ltd is not obliged to fulfill requests relating to the following under the Personal Data Protection Act:

- Opinion data kept solely for an evaluative purpose;
- Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
- Personal data which is subject to legal privilege;
- Personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organization; or
- Personal data collected, used or disclosed without consent, under for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed.

For more information, please visit www.pdpc.gov.sg.