

## Request to Correct Personal Data

You may only request to correct your personal data that is held by **Tung Ling Community Services** (the “**Organisation**”). If you are submitting this request on behalf of another person, you must provide proof of such authorisation.

In order for the Organisation to respond to your request, please provide the following information and email to: [Dataprotectionofficer@incorp.asia](mailto:Dataprotectionofficer@incorp.asia).

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Details of personal data to be corrected** (including but not limited to the type of personal data, the date on which and circumstances under which the Organisation may have collected such data, and the correction to be made):

We will try to respond to your request within 10 working days from the date of receipt of your request. Please note that pursuant to the Personal Data Protection Act 2012 of Singapore, we may refuse to correct such data under certain limited circumstances.

We may ask you further questions, and/or request that you provide evidence, to verify your identity (and if you are submitting this request on behalf of another person, the identity of that person). If you are submitting this request on behalf of another person, please also provide written authorisation.

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### Confirmation

I confirm that this request relates to my own personal data and warrant that where I am submitting this request on behalf of another person, I am authorised by such person to submit such request and to provide his/her information for such purposes. I will indemnify the Organisation in respect of any penalties, liabilities, claims, demands, losses and damages as a result of breach of this warranty.

I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by the Organisation for the purpose of processing this request and/or in accordance with its data protection policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>For official use</b>	
Received by:	Date:
Processed by:	Date: