

Inventrik Pte Ltd

PERSONAL DATA ACCESS REQUEST FORM

To help us provide a quick and accurate response to your request, you need to fill up this form.

An Administration Fee may be charged for the handling and processing of your request to access your personal data. If so, we will inform you of the fee beforehand. Please note that we are not required to respond to or deal with your access request unless you have agreed to pay the fee, where required, and the fee is so paid.

Please note that we can only provide you with personal data that is in our possession or under our control. The access to personal data may be refused in a number of circumstances such as requests which would impose an unreasonable burden in terms of expense; personal data that relates to anticipated legal proceedings; or the request for access is frivolous or vexatious. If we deny or restrict your access, we will do so in writing including the reasons for the denial. You may seek a review of our decision by submitting a review application to PDPC. We will preserve a copy of the withheld personal data for a period of at least 30 calendar days after rejecting your access request. If PDPC determines that it will take up your review application, as soon we receive a Notice of Review Application from the PDPC, we will preserve the withheld personal data until the review by PDPC is concluded and any right you have to apply for reconsideration and appeal is exhausted.

Please complete this form and email it to:

The Data Protection Officer

Email: neha@inventrik.com

Upon receipt of the completed Personal Data Access Request Form, our Data Protection Officer will contact you via email, to advise on the Administration Fee, if any, and if more information is required to process your request.

If an administration fee is required, payment by cheque should be crossed and made payable to "Inventrik Pte Ltd". We will process the request only upon receipt of cleared funds.

Inventrik Pte Ltd

PERSONAL DATA ACCESS REQUEST FORM

PART 1: PARTICULARS		
Name (as in NRIC / Passport):		
Address:		
Mobile:	Office:	Email address:
Please provide brief description of your request to enable us locate your personal data:		
PART 2: DECLARATION		
I am the Individual named in Part 1 of this form. I hereby request, under the Personal Data Protection Act 2012, that Inventrik Pte Ltd provides me with copies of my personal data, as described in Part 1.		
Client Signature		

Date:		
PART 3: ACCESS TO PERSONAL DATA		
Your request to provide you with copies of your personal data, as described in Part 1, will be made available to you within 30 calendar days, from the date of this duly completed and signed form. Where we are unable to within the said 30 calendar days, we will notify you of the soonest possible time within which we can provide you with the information requested.		
For administration use only:		
Access Request Form received by/on:		
Name of staff		Signature/Date