

## CORRECTION OF PERSONAL DATA REQUEST FORM

### I. APPLICATION TO CORRECT PERSONAL DATA

1. Under the Personal Data Protection Act (PDPA), you are entitled to correct your personal data collected by HomeTeamNS.
2. We do not normally charge for this service, but if we need to, we will contact you first. Upon receiving your completed Request Form, we may require further identification or documentation to verify your identity before we process your request.
3. Please complete page 1 of this form and submit it to [dpo@hometeamns.sg](mailto:dpo@hometeamns.sg).
4. Your request shall be processed within 30 days, where practicable. However, if we need further information to process your request, this time may be extended, and we will notify you.

### II. PARTICULARS OF REQUESTOR

Name (as per NRIC)			
Mobile		Email	
*Particulars of the individual (whose data is required, if different from requestor):			
*Relationship to requestor:			
<i>*Only parents or legal guardians of children below 18 years of age are allowed to request correction/access on behalf.</i>			

### III. DETAILS OF CORRECTION REQUEST

To enable us to process your correction request efficiently, please provide as much information as possible.

Please provide details of personal data to be corrected:

1. Personal Data:
2. Current:
3. Correction:

### IV. 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.
- I understand that the information provided will be used to process my request for correction of my personal data under the PDPA.

<p>_____</p> <p>Signature</p>	<p style="font-size: 2em;">/ /</p> <p>_____</p> <p>d d / m m / y y y y</p> <p>Date</p>
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### V. FOR OFFICIAL USE

- I have verified the requester's identity, and he/she is submitting the request for his/her personal data.
- I have verified the requester's identity, and he/she is the parent/legal guardian of the individual (whose data is required) or have delegated authority from the individual (whose data is required).

Method of verification: \_\_\_\_\_

### VI. FOR PROCESSING OF REQUEST

S/N	Description of Data	Source	Corrected By	Corrected On

- Requestor has been informed of the completed process on \_\_\_\_\_
- A copy of the email has been attached for record purposes (for non-face-to-face request)

Request verified and processed by: \_\_\_\_\_

Designation: \_\_\_\_\_

_____ Signature	_____ /                      / d d / m m / y y y y Date
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### IV. TO BE COMPLETED BY THE DPO OFFICE

DPO office acknowledges receipt of this request and verifies that it has been processed and logged.

Name of DPO: \_\_\_\_\_

Designation: \_\_\_\_\_

_____ Signature	_____ /                      / d d / m m / y y y y Date
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