

PERSONAL INFORMATION REQUEST FORM

Please submit the completed form to the Information Officer:	
Name and Surname	
Contact Number	
Email Address	

Please be aware that we may require you to provide proof of identification prior to processing your request.
There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject	
Name and Surname	
Identity Number	
Postal Address	
Contact Number	
Email Address	
B. Request	
I request the Organisation to:	
Inform me whether it holds any of my personal information	<input type="checkbox"/>
Correct or update my personal information	<input type="checkbox"/>
Provide me with a record or description of my personal information	<input type="checkbox"/>
Destroy or delete a record of my personal information	<input type="checkbox"/>
C. Instructions	
D. Declaration	
Signature: _____	
Date: _____	