



Personal Data Correction Request Form (Public)

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<u>Application Reference Number</u>			
A. Details of Correction			
Description of the personal data being corrected *May attach the correction on separate page(s)	Personal data item <i>E.g. residential address</i>	Before Correction	After Correction
Has the correction been done to the personal data in the requestor's records?	Yes / No If "No", please provide justification:		
B. To be completed by Affected department:			
Name / Designation of responsible officer			
Lists of affected departments and the correction outcome	Department <i>E.g. Marketing</i>	Action Taken / Reason for not correcting personal data <i>E.g. 1) Personal data is no longer required for business purpose, hence not updated</i> <i>E.g. 2) Correction completed on <date> on System ABC</i>	
Name / Designation			
Date of request completion			
Signature			