



## Personal Data Access Request Form (Public)

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#### A. Requestor Details

Full Name

Contact No.

*Note: We may contact you regarding your request*

#### B. Data Subject Details (details of individual whose personal data is being requested)

*(This section should be completed if the access request is being made on behalf of another individual)*

Full Name

Account No. / Aadhaar Number / Passport No. / Visit Pass No. / Work Permit No. / Employment Pass No.

#### C. Details of Personal Data Requested

Describe the personal data requested

#### D. Additional Information

Please provide any additional information (if any) about the request (e.g. date range, time etc.)

#### E. Other information

We require verifying your identity before we can disclose the personal data. Please provide a copy of your Aadhaar Number/ Passport / Driving License / Work Permit / Employment Pass for sighting and verification.

If you are requesting on behalf of another individual, please provide signed authorization letter and a copy of identity proof of the authorizer.

#### F. Details of request

**We will respond to your request within 30 days. If there are any charges associated, we will notify you in advance.**

**For successful request, a copy of the personal data will be sent to your e-mail address.**

Note:

NCS is not obliged to fulfill requests relating to the following unless required by law:

- Opinion data kept solely for an evaluative purpose;
- Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
- Personal data which is subject to legal privilege;
- Personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organisation; or
- Personal data collected, used or disclosed without consent, under for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed.