

## I. APPLICATION TO ACCESS PERSONAL DATA

1. Under the Personal Data Protection Act 2012 ("PDPA"), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.
2. Please complete this form and email the completed form to [DPO@artdis.org.sg](mailto:DPO@artdis.org.sg).

## II. PARTICULARS OF REQUESTOR

Name of requestor:

Contact number:

Email address:

Please check the applicable box(es):

- I am making an access request for my own personal data  
 I am making an access request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of other individual(s)

Name of other individual(s) whom you are making an access request on behalf of:

Contact number of the individual:

Email address of the individual:

## III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).

## 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.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

### Disclaimer:

1. ART:DIS reserves the right to obtain proof of identity or documentation for requests of different types of personal data.
2. Administrative fees may be charged if the request requires in depth access (e.g. CCTV footages).
3. All requests will be processed within 30 days. If additional time is required, the individual will be informed.
4. Requested personal data or information will be provided to the email address as provided above.
5. Access requests may be denied if the request is prohibited or exempted under the PDPA or other written law.