

**Request for Access of Personal Data by Associate Lecturer**  
(Personal Data Protection Act 2012)

Important:

1. The requested data will be provided to you through your above email address within 30 days from the date of submission to Schools & Academic Affairs - Academic Administration with duly completed form. PSB Academy will contact you via email if more information is required to process your request or should more time be needed to provide you with the required information within the 30 days.
2. PSB Academy is not obliged to provide information in respect of (a) opinion data used for an evaluative purposes; (b) personal data related to on-going investigation and legal proceeding; (c) personal data which, if disclosed, would cause immediate / grave harm to the individual's safety or physical or mental health or threaten the safety, physical or mental health of another individual; (d) personal data about another individual and (e) information that would reveal confidential commercial information that could harm the competitive information of the organization.

Please provide your contact details:

<b>Name in Full</b> (as shown in NRIC / passport)	
<b>NRIC No. /FIN</b>	
<b>Email Address</b>	
<b>Handphone Number</b>	

Please indicate the information that you are requesting for:

- Personal Data that have been provided to PSB Academy
- Ways we have used your personal data within a year before this request date\*
- \*Please note in our PDPA policy @ <http://www.psb-academy.edu.sg/pdpa>, the purposes for which the personal data are collected, used and disclosed. Should you still decide for more information, please complete this form and submit to Academic Administration at [academic.administration@psb-academy.edu.sg](mailto:academic.administration@psb-academy.edu.sg).*

\_\_\_\_\_  
Associate Lecturer Signature

\_\_\_\_\_  
Date

FOR OFFICIAL USE	
Verified authenticity of Associate Lecturer identity:	
Academic Administration Manager	Date

Please attach the information that was supplied to requestor to this form.