

Request for Access to Personal Data by Student

(Personal Data Protection Act 2012)

Important:

1. Student is to fill in this Form to **request for access of personal data that have been provided to PSB Academy.**
2. Please note that a **nominal fee of S\$10.00 (inclusive of GST)** will be charged for the processing of this request. Please make the payment to the cashier with this form. Once the payment has been made, the payment receipt and this duly completed form shall be handled over to the Student Services Centre for processing.
3. The requested data will be provided to you through your email address **within 30 days from the payment date.** 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.
4. 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.
5. Examination results are processed through Official Transcript, Certifying Letter, Course Outline Request Form to Student Services Centre.
6. Please refer to the PSB Student Handbook for ways in which your personal data may have been used within a year before this request date

Please provide your contact details:

Name (as on your NRIC/Passport):

NRIC / FIN

Email Address

Contact Number

Student Signature

Date

FOR OFFICIAL USE

Bursar

Receipt No	ROL/ RDC	Payment Date		Received By	
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School Operations

Verified authenticity of student identity:	
SSC Manager	Date

Please attach the Information Sheet that was supplied to requestor to this Form.