

**IBF DATA PROTECTION AND PRIVACY FORM – II
DATA ACCESS AND/OR CORRECTION REQUEST FORM**

Please provide us your details to match our records

Part I: Particulars of the Individual that the Personal Data Relates to (the “Data Subject”)	
TITLE AND NAME (Please enter your name as indicated on your NRIC or passport and underline surname)	LAST FOUR DIGITS OF YOUR NRIC OR PASSPORT (For verification purposes, e.g. 123A)
TELEPHONE NUMBER	EMAIL ADDRESS
<p>PLEASE DESCRIBE THE NATURE OF YOUR REQUEST (To help us respond to your request, please provide as much detail as possible about the personal data you wish to access or correct. If possible, restrict your request to a particular service, department, personnel, incident or transaction in association with it. You may only access or correct personal data about yourself.)</p>	
DATE OF REQUEST	

Please note the following:

- a) We can only provide you with access or correct your personal data that is in our possession or under our control.
- b) We cannot provide you with information on how your personal data has been used or disclosed by us more than 1 year before the date of your request.
- c) We may send any corrected personal data to other companies (to whom your personal data was sent within 1 year before the date of your request), if required.
- d) To process this request, the information in this form may need to be given to the Institute of Banking and Finance's (the "**Organisation**") affiliates, as well as third parties (e.g., service providers to the Organisation).
- e) You will be contacted by the Organisation if more information is required to process your request.
- f) Once processed, please allow us a reasonable period of time (within 30 days) to respond to your request. In certain circumstances, we may be entitled and/or required to refuse your request. In the event that your request is unsuccessful, we will endeavour to inform you of the reasons, whenever feasible.
- g) A fee may be charged for processing access requests. If so, we will inform you of the fee in writing, prior to providing access to the personal data requested.
- h) By signing this form, you acknowledge that the information you have provided is true and accurate to the best of your knowledge.
- i) If you are submitting the request on behalf of another party, please fill in **Part II** of the form.

To submit this form, please complete and sign it and email it to dpo@ibf.org.sg.

Alternatively, you can mail the completed form to:

Data Protection Officer, The Institute of Banking & Finance, 10 Shenton Way, #13-07/08, MAS Building, Singapore 079117.

[Signature: _____]

Part II: Particulars of the Individual Acting on Behalf of the Data Subject	
RELATIONSHIP WITH THE SUBJECT (Please state the capacity in which you are acting on behalf of the Data Subject)	
AUTHORISATION (Please indicate what authorisation you have to act on behalf of the Data Subject e.g., power of attorney.)	
TITLE and NAME (Please enter your name as indicated on your NRIC or passport and underline surname)	Last 4 digits of your NRIC / Passport Number (For verification purposes, e.g. 123A)
TELEPHONE NUMBER	EMAIL ADDRESS