

Request Form For Access To Personal Data (SI-QMSP-WI-07-A)

To: Group Human Resources, SCIENTE, 51 Changi Business Park Central 2, #09-07 The Signature Singapore 486066

From: _____ Date: _____ Tel No _____

- Ex-employee**(Please specify Role/CLIENT project you belong to: _____) *
- Job Applicant**(Position applied: _____) *
- Public Agency** (Name of Agency: _____) *

** A handling fee may be charged*

Request access to the following Personal Data:

- Training Records** (HR Business Partner)
- Employment/Certification Letter** (HR Business Partner)
- Other Requests** (HR Business Partner)

Specify the particular documents on employee request:
Reason(s): optional

Important Note: SCIENTE may be required or permitted by law to not provide an employee access to certain Personal Data or information about the ways your Personal Data has been or may have been used or disclosed. Please note that handling fee of approximately S\$50 (min) will be collected and is NON refundable, even if we decline your access request.

Requested By:

Full Name:

Nationality:

Date of Birth:

To be completed by Human Resources

Request handled by: Date:	Identity of requestor verified by: Date:	Acknowledged receipt by: Date:	Filing by (HR Record Management): Date:
Remarks:			

Request rejected by: Date:	Reasons:	Written refusal issued to requester by: Date:	Filing by (HR Record Management): Date:
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