Request to Access Personal Data

You may only request to access your personal data that is held by **Tung Ling Preschool Education Limited** (the **"Organisation"**). If you are submitting this request on behalf of another person, you must provide proof of such authorisation.

In order for the Organisation to respond to your request, please provide the following information and email to: tunglingpresched@tlcs.org.sg

Name: _____

Email: _____ Contact Number: _____

Address: _____

Details of personal data, and use/disclosure information requested (including but not limited to the type of personal data, the date(s) on which and circumstances under which the Organisation may have collected, used and/or disclosed such data):

We will try to respond to your request within 30 calendar days from the date of receipt of your request. Please note that pursuant to the Personal Data Protection Act 2012 of Singapore, we may refuse to provide access under certain limited circumstances.

We may ask you further questions, and/or request that you provide evidence, to verify your identity (and if you are submitting this request on behalf of another person, the identity of that person). If you are submitting this request on behalf of another person, please also provide written authorisation.

Confirmation

I confirm that this request relates to my own personal data and warrant that where I am submitting this request on behalf of another person. I am authorised by such person to submit such request and to provide his/her information for such purposes. I will indemnify the Organisation in respect of any penalties, liabilities, claims, demands, losses and damages as a result of breach of this warranty.

I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by the Organisation for the purpose of processing this request and/or in accordance with its data protection policy.

Signature:_____ Date: _____

For Official Use	
Received by:	Date:
Processed by:	Date: