



# FORM

## – PERSONAL INFORMATION REQUEST

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### 1. FORM INFORMATION

- a) Please submit the completed form to the Information Officer
- b) Please be aware that we may require to provide proof of identification prior to processing your request. There may also be reasonable charge for providing copies of the information requested

### 2. PARTICULARS OF INFORMATION OFFICER

<b>NAME &amp; SURNAME</b>	
<b>CONTACT NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

### 3. PARTICULARS OF DATA SUBJECT

<b>NAME &amp; SURNAME</b>	
<b>IDENTITY N°:</b>	
<b>POSTAL ADDRESS</b>	
<b>CONTACT N°:</b>	
<b>EMAIL ADDRESS:</b>	



## 4. REQUEST

I request the organization to:

REQUEST	YES	NO
Inform me whether it holds any of my personal information		
Provide me with a record or description of my personal information		
Correct or update my personal information		
Destroy or delete a record of my personal information		

INSTRUCTIONS

## 5. SIGN-OFF

	DATA SUBJECT	INFORMATION OFFICER
NAME & SURNAME		
SIGNATURE		
DATE		