

CHURCH OF CHRIST, PASIR PANJANG
REQUEST FORM for Access, Correction & Consent Withdrawal of Personal Data

To: Data Protection Officer (“DPO”), Church of Christ, Pasir Panjang (“Church”)

I am a member of the Church and wish to request *(check ✓ whichever is applicable) :-*

- access to my Personal Data kept at the Church *(please complete Section A)*
- correction of my Personal Data kept at the Church *(please complete Section B)*
- withdrawal of consent for the Church to use my Personal Data *(please complete Section C)*

I consent to the Church using information provided in this form for the purpose of attending to my request(s) stated below.

 Requestor’s Name & Signature

 Contact No

 Date

Section A: Access Personal Data Kept at Church office	
I would like to access the following information <i>(check ✓ whichever is applicable)</i>	
1. <input type="checkbox"/> Date baptised at Church 2. <input type="checkbox"/> Date joined as member of Church 3. <input type="checkbox"/> Others <i>(please specify)::</i>	
Section B: Correction of Personal Data Kept at Church office	
I would like to update change(s) to my Personal Data as follows:	
Personal Data <i>(check ✓ box or boxes)</i>	Request Changes in Personal Data <i>(please write legibly)</i>
1. <input type="checkbox"/> Change of Display Name	
2. <input type="checkbox"/> Change of Contact No	
3. <input type="checkbox"/> Change of Email Address	
4. <input type="checkbox"/> Change of Home Address	
5. <input type="checkbox"/> Change in Marital Status <i>(please provide supporting document)</i>	
6. <input type="checkbox"/> Additional Children <i>(please provide name, DOB, sex)</i>	
7. <input type="checkbox"/> Others <i>(please specify):</i>	

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Section C: Withdrawal of Consent for Use of Personal Data Kept at Church office

As members of the Church, we should uphold the Church by our presence, prayers, giving and participation. The Church seeks to reach out to its members through the collection, use and disclosure of their Personal Data in order to enable them to fully participate and contribute to the life of the Church.

If you should withdraw consent for the use of the following Personal Data, the Church’s services and arrangements with you may be affected and you may not be able to participate fully in the activities of the Church.

I do not wish the Church to contact me through :-

1. (Pls specify):
2. (Pls specify):

I do not wish my Personal Data below to be disclosed in Church publications :-

1. (Pls specify):
2. (Pls specify):

Nevertheless, I am agreeable to allow the above Personal Data to be kept at Church Office.

 Requestor’s Name & Signature

 Date

Important Notes:

- a. Your request will be processed within thirty (30) days. Where this is not practicable, we will contact you.
- b. In processing your request, the DPO or authorised staff member of the Church may contact you to verify authenticity of request and seek clarification, if any.

For Official Use Only

Request No:		
Request received on:		<i>(dd/mm/yy)</i>
Request processed by:		<i>(name of staff member)</i>
Section A Request	Section B Request	Section C Request
<input type="checkbox"/> requestor verified and request clarified	<input type="checkbox"/> requestor & change of personal data verified	<input type="checkbox"/> requestor verified and request clarified
<input type="checkbox"/> provided access to personal data requested	<input type="checkbox"/> change in personal data updated on Church records <input type="checkbox"/> requestor informed	<input type="checkbox"/> requestor informed that withdrawal of consent will be observed
<input type="checkbox"/> date case closed	<input type="checkbox"/> date case closed	<input type="checkbox"/> date case closed
Name & Initial of DPO & Date		