

ACCESS REQUEST FORM

Notes for Applicants

1. Under the Personal Data Protection Act of Singapore, an individual is entitled to be informed of the following:
 - a. Personal Data under the possession or control of InVivos Pte Ltd about the individual; and
 - b. Information about the ways in which the Personal Data above has been or may have been used or disclosed by InVivos within a year before the date of the request.
2. The request must be in writing and may be accompanied by a reasonable fee. InVivos shall inform the individual of the quantum of the fee at the time the request is made.
3. InVivos will comply with the request for disclosure within 30 days of receiving the request and payment of the fees in (2).
4. Please complete the following form and sign the accompanying declaration and submit to the Data Protection Officer at dpo@invivos.com.sg

A. The Requesting Party

Full Name:	
Email:	
Contact Number:	

B. Your Relationship With InVivos

In order to help us verify your identity and locate your personal information, please complete the following questions as far as possible:

a. Former Staff

Please state last date of employment

b. Customers

c. Others

Describe your relationship with InVivos

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C. Your Request

Please provide the following information to enable us to respond to your request:

A detailed description of the personal data that you are requesting access to:	
Name of the staff/department who collected your personal data:	
Reasons for your request to access to your personal data:	

D. Declaration

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief. I am also aware that fees may be charged for the request after evaluation.

Name & Signature	Date

Please return the completed form to the Data Protection Officer:

Email: dpo@invivos.com.sg