

Correction Request Form
Notes for Applicants

1. Under the Personal Data Protection Act of Singapore, an individual is entitled to request an organisation to correct an error or omission in the personal data about the individual that is in possession or under the control of the organization.
2. The request must be in writing.
3. The request must be accompanied by any necessary information/documentation to identify the enquirer.
4. InVivos Pte Ltd will comply with the request for correction within 30 days of receiving the request.
5. Please complete the following form and sign the accompanying declaration and submit to the Data Protection Officer.
6. InVivos Pte Ltd is not required to correct Personal Data for:
 - a. Opinion data kept solely for an evaluative purpose
 - b. Document related to a prosecution if all proceedings related to the prosecution have not been completed
7. InVivos Pte Ltd may send the corrected personal data to specific organisations to which the personal data was disclosed within a year before the correction is made.

A. The Requesting Party's Details

Full Name	
Email	

B. Your Status/Relationship with InVivos Pte Ltd

To help us verify your identity and locate your personal information, please complete the following questions:

a. Former Staff

Please state date employment ceased

b. Customers

☐ Customer

c. Others

If you are not a staff or customer, 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:

Name of the employee who collected your personal data:	
Date personal data was submitted:	
Purpose of personal data that was submitted:	

D. Declaration

I (name), certify that the information given on this Correction application form to InVivos Pte Ltd is correct. I understand that it may be necessary for InVivos to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

☐ I consent to InVivos sending my corrected personal data to other organisations to which the personal data was disclosed by InVivos within a year before the correction is made.

Name & Signature	Date

Please return the completed form to the Data Protection Officer:

Email: dpo@invivos.com.sg