

## ACCESS REQUEST FORM

### I. APPLICATION TO ACCESS PERSONAL DATA

1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year. A minimal chargeable fee would be informed to the requestor before proceeding with the access request.
2. Please complete this form and submit it to the contact details as below

In person or by post:	Alternative, you can email the completed form to us:
Data Protection Officer 7 Senoko Avenue Singapore 758300	dpo@yakult.sg

### II. PARTICULARS OF REQUESTOR

**Name of requestor:**

**Contact number:**

**Email address:**

**Please check the applicable box(es):**

- I am making an access request for my own personal data
- I am making an access request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of other individual(s)

**Name of other individual(s) whom you are making an access request on behalf of:**

**Contact number:**

**Email address:**

### III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).

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**IV. 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.

<b>Name &amp; Signature</b>	<b>Date (DD/MM/YYYY)</b>
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**Proof of Identity**

Upon receiving your completed Access Request Form, we may require further identification or documentation to verify your identity before we may lawfully disclose to you the information you requested.

**Timeline of Processing**

Having received and verified your identification and documentation, we shall endeavor to respond to your request within thirty (30) days. In the event we need more time to collect, verify and compile the requested information, we shall inform you of the additional time needed via the contact information you provided in this Access Request Form.

**Exemption Applicable the Right of Access**

We would like to highlight to you that, pursuant to the PDPA, we are forbidden to fulfil your request of access if the provision of that personal data or other information could reasonably be expected to:

1. threaten the safety or physical or mental health of another individual;
2. cause immediate or grave harm to your safety or to your physical or mental health;
3. reveal personal data about another individual;
4. reveal the identity of an individual who has provided personal data about another individual and the individual providing the personal data does not consent to the disclosure of his/her identity; or be contrary to the national interest.

Pursuant to the PDPA, we are not required to fulfil your request of access in respect of the following matters:

1. opinion data kept solely for an evaluative purpose;
2. any examination conducted by an education institution, examination scripts and, prior to the release of examination results, examination results;
3. the personal data of the beneficiaries of a private trust kept solely for the purpose of administering the trust;
4. personal data kept by an arbitral institution or a mediation center solely for the purposes of arbitration or mediation proceedings administered by the arbitral institution or mediation center;
5. a document related to a prosecution if all proceedings related to the prosecution have not been completed;
6. personal data which is subject to legal privilege;

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7. personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of our organization;
8. personal data collected, used or disclosed without consent, for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed;
9. the personal data was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he was appointed to act — (i) under a collective agreement under the Industrial Relations Act (Cap.136) or by agreement between the parties to the mediation or arbitration; (ii) under any written law; or (iii) by a court, arbitral institution or mediation center; or
10. any request — (i) that would unreasonably interfere with the operations of our organization because of the repetitious or systematic nature of the requests; (ii) if the burden or expense of providing access would be unreasonable to our organization or disproportionate to the individual's interests; (iii) for information that does not exist or cannot be found; (iv) for information that is trivial; or (v) that is otherwise frivolous or vexatious.