

**Bartley Christian Church**  
**Personal Data Correction Request Form**  
(Personal Data Protection Act 2012 (No. 26 of 2012))

**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 the possession or under the control of the organisation.
2. The request must be accompanied by any necessary information/documentation to identify the enquirer (NRIC/ Passport, proof of identity) and to locate the record of Personal Data to be corrected.
3. Bartley Christian Church (“**BCC**”), will comply with the request for correction of personal data within 20 working days of receiving the request or receiving the information referred to in (2) whichever event occurs later.
4. Please **complete** the following form and **sign** the accompanying declaration and submit this form to the Data Protection Officer with the supporting document at the address given below.

**Data Protection Officer**  
Bartley Christian Church  
4 How Sun Drive, Singapore 538526

OR

Email to: [DPO@bartley.org.sg](mailto:DPO@bartley.org.sg)

5. BCC 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.
  - c. Personal data subject to legal privilege

<b>Personal Particulars</b>	
<i>Please provide us with your particulars so that we can verify your identity in order to process your request.</i>	
<b>1. Name of Requestor as in NRIC/FIN (<u>underline</u> surname)</b>	
<b>2. Contact Details</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>3. Date of Birth (Day / Month / Year)</b>	
<b>Data Correction</b>	
<i>Please note that this correction request is for your own personal data only.</i>	
<b>4. Please specify the personal data you wish to correct / update</b>	
<b>5. Please provide the correct/updated personal data</b>	
<b>Consent Clause</b>	
<i>Please check the information you have provided, sign this form, then send this form together <b>with supporting documents</b> (either NRIC or Passport) to the DPO.</i>	
<p><input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with the Personal Data Correction request are true, accurate and complete. I understand that it will be necessary for BCC to verify my identity and that BCC may contact me for more detailed information in order to correct or update the personal data requested. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Correction Request.</p>	
<p>_____</p> <p><b>Requester's Signature and Date</b></p>	
<p><b>Important Note:</b></p> <p>a. Please note that Bartley Christian Church reserves the right to refuse to comply with the Personal Data Update request as may be permitted under the Personal Data Protection Act 2012.</p> <p>b. Personal data collected on this form is required to enable your Personal Data Correction request to be processed, and will only be used in connection with such request.</p>	

**For Officer Use Only:**

Received by:  
Remarks:

Date Received: