

GRACE (S.C.C.) CHURCH

新加坡华人基督教会怀恩堂

DATA ACCESS REQUEST FORM 查阅资料申请表格

PART I: PARTICULARS 个人资料

Please provide us with your particulars so that we can verify your identity in order to process this request.

请向我们提供您的个人资料，以便我们可以验证您的身份后，处理此请求。

Name (as in NRIC/Passport):		姓名 (按照身份证/护照):	Last 3 numerical digits and checksum of NRIC/Passport No. ¹ : 身份证/护照号码之最后 3 位数字和校验码 ¹
Address: 地址		Postal Code () 邮区	Membership No. (if applicable) ² : 会友编号 (如适用) ²
Contact Nos. 电话号码	Home: 住家 Fax: 传真	Mobile: 手机 Office: 办事处	Please tick (if applicable) 请在适当项目打勾 (如适用) <input type="checkbox"/> CC 粤语崇拜 <input type="checkbox"/> EC 英语崇拜 <input type="checkbox"/> MC 华语崇拜
Email Address: 电邮			

Please provide a brief description of your request to enable us to locate your personal data.

请简短的描述您的要求，使我们能够找到您的个人资料。

¹ If your enquiry is about the information pertaining to your NRIC/Passport, please attach a copy of your NRIC or Passport for verification 如果您的查询是关于您的身份证或护照，请附上您的身份证或护照复印以作验证

² Please attach a copy of your membership card for verification 请附上您的会友证以作验证

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PART II: DECLARATION 声明

I am the Individual named in Part I of this form. I hereby declare and confirm that all information and supporting documents provided by me in connection with this request are true, accurate and complete. I understand that it will be necessary for Grace (S.C.C.) Church to verify my identity and that Grace (S.C.C.) Church may contact me for more detailed information regarding this request. I consent to the collection, use and disclosure of the personal data that I have provided in this request for the purpose of complying with this request.

本人作为此表格第一部分的当事人，谨在此声明及确定有关此项申请所提供之资料和证明文件全是真实、正确及完整。本人得悉新加坡华人基督教会怀恩堂有必要验证本人身份，并可能联络本人索取更多有关此项申请的详细资料。为配合这个申请，本人同意有关此项申请所提供之资料，将会被收集，使用及披露。

Signature: 签名	Date: 日期
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Important Notes 重要备注:

- 1) Please complete the Part I and Part II above and return it to:
请填妥以上第一及第二部分并寄回致:

The Personal Data Protection Officer	个人资料保护专员
Grace (S.C.C.) Church	新加坡华人基督教会怀恩堂
14 Queens Street	奎因街 14 号
Singapore 188536	新加坡邮区 188536

- 2) Your request to provide you with copies of your personal data, as described in Part I, will be made available to you within 30 days, from the date we received this duly completed and signed form. Where we are unable to respond to you within the said 30 days, we will notify you of the soonest possible time within which we can provide you with the information requested.
您所提出关于查阅您个人资料之申请，正如第一部分所提及，本堂将在收到此填妥及签署的表格起的 30 日内提供给您。如未能于这 30 日内回复，本堂将尽快通知您另作之安排。
- 3) Depending on the nature and scope of the work required to process your request, an administration fee may be charged for the handling and processing of your request. This will be assessed on a case-by-case basis by our Data Protection Officer. Where such a fee is to be imposed, a written estimate of the fee will be provided to you for your consideration. We are not required to respond to or deal with your request unless you have agreed to pay the fee and the fee is paid.
根据所需之人力资源范畴，本堂可能向您征收行政费用以执行您所提出之查询资料申请。这个费用将按照个别情况由个人资料专员厘定。费用一旦厘定，本堂将以书面把有关费用知会您。除非您同意并支付所厘定之费用，否则本堂将不会回应或处理您所提出之申请。
- 4) Please note that we reserve the right to refuse to comply with your request as may be permitted under the Personal Data Protection Act 2012. We can only provide you with personal data that is in our possession or

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under our control. To process this request, the information in this form may need to be given to our third party service providers. If we deny or restrict your access, we will do so in writing including the reasons for the denial. 请注意，在个人资料保护法令容许下，本堂将保留权利拒绝您的申请。本堂只提供那些本堂拥有或受本堂管辖之个人资料。为要执行这项申请，此表格里之资料可需给予第三者服务供应商来处理。若本堂未能处理您的申请，本堂将以书面通知并附上申请不受理之原因。

- 5) Please refer to www.gsccc.org.sg for our Data Protection Policy.
关于本堂之个人资料保护政策，请参阅本堂网站 www.gsccc.org.sg

PART III: FOR ADMINISTRATION USE ONLY 行政部专用

Data Access Request Form received by/on: _____

接收查阅资料申请表格的职员名字, 签名及日期 Name of Staff Signature/Date

Action taken 处理的工作:

by/on: _____

职员名字, 签名及日期 Name of Staff Signature/Date

Completion by/on: _____

结案职员名字, 签名及日期 Name of Staff Signature/Date