



PERSONAL DATA ACCESS/CORRECTION REQUEST FORM

Step 1:

To apply for personal data about yourself or the data subject under the Personal Data Protection Act 2010 (“data”), please complete this form. Please describe the data being sought or to be corrected, and provide any relevant details necessary to help us locate your data.

Step 2:

Print the Personal Data Access/Correction Request Form, fill in the requested details and email to safarina@ijn.com.my, together with the additional documents (if any).

Important Note:

1. The data provided will be used for processing your request on access/correction data. The provision of personal data is voluntary. However, if you do not provide sufficient data, we may not be able to process your request.
2. If the request is made by an individual other than the data subject, please also submit:
 - a) An authorization letter signed by the data subject;
 - b) Proof of identity of the data subject e.g. copy of IC, driver’s license, employee ID; and
 - c) Proof of requestor’s relationship with the data subject e.g. marriage certificate, birth certificate.
3. You may be asked to provide additional information to help us process your request.
4. Data subject means individual who is the subject of the personal data.
5. We may charge a prescribed fee for processing your request for access/correction data on the following charges:

Personal data with copy	RM10.00
Personal data without copy	RM2.00

6. The supporting document(s) required in this Form must be provided and the relevant processing fee paid. We will respond within 21 days of receipt of the completed Form with accompanying documents and payment.

7. If you have any queries/need any guidance in filling-up this Form, you may contact following office in-charge:

Designation of the Contact Person : Safarina Binti Mohd Salleh
 Telephone No. : 03-2600 6256
 Facsimile No. : 03-2600 6226
 E-mail Address : safarina@ijn.com.my
 Address : Personal Data Protection Office
 IJN College
 145, Jalan Tun Razak
 50400, Kuala Lumpur

8. I request *access to/correction (please delete the appropriate) of the personal data that is held by IJN College about *myself/the person named in item (a) below (please delete the appropriate).

a) Personal particulars of the Data Subject

Name: _____

NRIC/Passport No: _____

Address: _____

Contact No: _____

b) Personal particulars of Requestor

(To be filled by appointed requestor on behalf of the student, next of kin, or student's guardian)

Name: _____

NRIC/Passport No: _____

Address: _____

Relationship with Data Subject: _____

Contact No: _____

c) If the Data Subject is or was an employee of IJN College

Employee's Name: _____

Employee No.: _____

Department: _____

d) Please provide and explain the details of the requested of the personal data

9. I, also understand(s) that any and/or all data provided by me in this Personal Data Access/Correction Request Form will be collected and processed by the IJN College as personal data in accordance with the Personal Data Protection Act 2010.

10. As agreed, I pay the charges of prescribed fee with the amount of Malaysia Ringgit (MYR) _____ via **Cash/Bank Draft no:** _____/**Telegraphic Transfer/JomPAY** (select your payment method) **issued to "IJN College"** for the requested access/correction data.

Note: Please email or post your payment proof to safarina@ijn.com.my or Personal Data Protection Office, IJN College, 145 Jalan Tun Razak, 50400 Kuala Lumpur.

11. Declaration

I, _____ (NRIC/Passport No: _____)
hereby certify that the information given in this Personal Data Access/Correction Request Form and all documents enclosed are true and accurate.

Signature of Data Subject/Requestor

Date