



Retail Shop: 891 Bukit Timah Road Singapore 589638 Head Office: 1 Chang Charn Road #04-04 OC Building Singapore 159630  
Tel: (65) 6463 3888 Fax: (65) 6464 9080 Email: sales@wineculture.com.sg Website: www.wineculture.com.sg UEN No: 200001257D

## ACCESS PERSONAL DATA REQUEST FORM

### 1. APPLICATION TO ACCESS PERSONAL DATA

- (a) Under the Personal Data Protection Act of Singapore, an individual is entitled to be informed of his/her personal data under the possession or control of Wine Culture Pte Ltd
- (b) This request must be accompanied by any necessary information/documentation to identify the enquirer (NRIC or Passport) and to locate the record of Personal Data required.
- (c) We will respond to your request for access within 30 days. If we are unable to fulfill your access request within 30 days after receiving the request, we will inform you in writing of the time in which we are able to fulfill the request.
- (d) Personal Data or other information shall not be provided to an individual if the provision of that Personal Data could:
  - Threaten the safety or physical or mental health of an individual other than the individual who made the request
  - Cause immediate or grave harm to the safety or to the physical or mental health
  - Reveal Personal Data about another individual
- (e) If Personal Data has been disclosed to a prescribed law enforcement agency without the consent of the individual or pursuant to the exemptions in the PDPA, Wine Culture shall not be required to inform the individual of such disclosure.

### 2. PERSONAL PARTICULARS OF REQUESTOR

To be filled up by Requestor or Authorised Representative of Requestor

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 another individual

Title: Mr / Mrs / Miss / Other (Please circle)
Full Name:
NRIC / Passport No:
Residential Address:
Contact Number:
Email Address:
Signature & Date:

- \* Please attach a copy of NRIC or Passport for verification purposes.
- \* If you are making a request on behalf on someone, please fill in their personal details along with a copy of their NRIC and a valid power of attorney authorising you to make this correction request.

### 3. DESCRIPTION OF PERSONAL DATA TO ACCESS

To be filled up by Requestor or Authorised Representative of Requestor

To enable us to process your correction request quickly and efficiently, please:

- (a) Specify a detailed description of the personal data you are requesting to access to
- (b) Provide us with any information that may enable us to locate the personal data, including information obtained from your previous access request identifying the specific personal data, time, date and location of collection
- (c) Reasons for your request for access to your personal data

#### DECLARATION

I, \_\_\_\_\_, (NRIC/Passport No) \_\_\_\_\_ hereby declare and confirm that all information provided by me in connection with this Access Request is true, accurate and complete. I agree that Wine Culture Pte Ltd may contact me to verify my identify or request for additional details.

Name:

Signature:

Date:

Please send this completed access request form (attaching the required supporting documents) to:

The Data Protection Officer at Wine Culture Pte Ltd  
1 Chang Charn Road  
#04-04 , OC Building  
Singapore 159630

or email as a PDF format to [lorraine.huang@wineculture.com.sg](mailto:lorraine.huang@wineculture.com.sg)

#### FOR WINE CULTURE USE ONLY:

RECEIVED BY:	CONTACT:	SIGNATURE:	DATE:
VERIFIED BY:	CONTACT:	SIGNATURE:	DATE:
REMARKS:			