

Request Form for Access/Correction of Personal Data

Important Notice to Requestor:

1. Please read these instructions carefully before completing this Request Form for Access/Correction of Personal Data ("**Form**").
2. This Form is to be used by individuals requesting to access and/or amend their personal data held by or under the control of Cheers Holdings (2004) Pte Ltd ("**Cheers**").
3. You are not entitled to access and/or amend data which is not personal data, or personal data not belonging to you. It is an offence under Section 51 of the Personal Data Protection Act 2012 to obtain access/make a request for correction to the personal data of another individual without the authority of that individual.
4. Please complete the identification box below clearly, and in detail. Cheers may seek further clarification, or refuse to comply with your request if you have not provided sufficient information as may be reasonably required to locate the requested data. Your request cannot proceed until all sections are completed satisfactorily.
5. Cheers will conduct verification process to ensure that Cheers does not reveal and/or amend personal data about another individual. Cheers may require you to produce further identification documents to verify against our records.
6. To make a request, you may either:-
 - (i) email this completed Form to Customer Relations Department at general.feedback@fairprice.com.sg; or
 - (ii) Proceed to our Head Office Cheers Holdings (2004) Pte Ltd at 1 Joo Koon Circle, #13-01 Fairprice Hub Singapore 629 117.
7. Cheers reserves the right to charge an administrative fee to allow Cheers to recover any incremental costs of responding to your access request ("**Administrative Fee**"). Unless we inform you otherwise, the Administrative Fee is S\$10.00 per request. For access to CCTV footage, the charges are S\$50.00 plus any additional processing costs (for example, costs incurred for masking of 3rd party images) (collectively, "**Processing Fee**"). We will inform you an estimate of the Processing Fee prior to Cheers processing your request. The Administrative Fee and Processing Fee (if applicable) shall be paid by cheque to "Cheers Holdings (2004) Pte Ltd".
8. Upon receipt of your request, together with the relevant identification documents and the Administrative Fee/Processing Fee for access to your personal data, Cheers will aim to complete your request as soon as possible, but please allow up to 30 days for us to respond.

Request Form for Access/Correction of Personal Data

IDENTIFICATION INFORMATION	
Full Name	
Partial NRIC (e.g. XXXXX567 A)	
Date of Birth (DD-MM-YYYY)	
Address	
Contact Number	
Contact Email	

REQUEST FOR ACCESS/CORRECTION	
Details of the request	<input type="checkbox"/> Access to personal data <input type="checkbox"/> Correction/Update of personal data
<p>Please indicate the type of personal data (e.g. name, address, telephone number, etc.) which you wish to request access to; or if you wish to correct personal data, please write the details of the personal data to be corrected.</p> <p>(Please attach additional sheets if necessary).</p> <p>For access to CCTV footage, please indicate the location, date and start & end time of the event as well as intended use of the CCTV footage. Where necessary, we may request you to provide more details to enable Cheers to locate the requested personal data.</p>	

DECLARATION

1. I declare and confirm that I am the individual referred to in this Form and that all the information provided in this Form is true, complete, and correct. The information is provided to enable Cheers to respond to my request.
2. I consent to Cheers using the personal data in this Form to access or correct my personal data.
3. I agree that Cheers, its related or affiliated co-operatives and corporations, and their respective service providers can use my corrected personal data for the same purpose(s) for which the original data was collected.
4. I acknowledge and agree that my request for access to personal data may not be processed if no payment of the Administrative Fee and where applicable, the Processing Fee is received by Cheers in accordance with the instructions in this Form.
5. I acknowledge and agree that all or part of my request may be denied by Cheers, as permitted by law.

Signature:

Date (DD-MM-YYYY):