

Personal Data Access or Correction Form

Step 1

To apply for personal data about yourself or the data subject under the Personal Data Protection Act 2010, please complete this form. 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 Request or Correction Form, fill in the requested details and email it to info@pidm.gov.my, together with the additional documents, if any.

Note to Requestor

1. The data provided will be used for processing your request on data access or data correction. 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 authorisation letter signed by the data subject;
 - (b) proof of identity of the data subject e.g. copy of IC, driver's license, employee ID; or
 - (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 an individual who is the subject of the personal data.

I request *access to/correction of (please delete the appropriate) the personal data that is held by PIDM about *myself/the person named in item 2 below (please delete the appropriate).

1. Requestor's personal particulars

Name	
Correspondence address	
Contact number	

2. Personal particulars of the Data Subject (if the requestor is not the Data Subject)

Name	
Correspondence address	
Contact number	
If the Data Subject is or was an employee of PIDM	
Employee's name	
Employee no.	
Division	

3. Personal data to which the request relates (attach additional sheets if necessary)

Details of Request:

Requestor's signature

Date