



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 pdpa@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 an 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 officer in-charge:

Designation of the Contact Person : Mohd Mazuar Mohd Noor
Telephone No. : 03-26178314
Facsimile No. : 03- 26982824
E-mail Address : pdpa@ijn.com.my
Address : Personal Data Protection Officer
Institut Jantung Negara
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 Institut Jantung Negara 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 up by **appointed** requestor on behalf of the patient, next of kin, or patient's guardian)

Name: _____
NRIC/Passport No: _____
Address: _____
Relationship with Data Subject: _____
Contact No: _____

c) If the Data Subject is or was an employee of Institut Jantung Negara

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 Institut Jantung Negara 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 "Institut Jantung Negara Sdn Bhd"** for the requested access/correction data.

Note : Please email or post your payment proof to pdpa@ijn.com.my or **Personal Data Protection Officer, Institut Jantung Negara, 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