

## PERSONAL DATA ACCESS OR CORRECTION FORM

\*\* For the purposes of this Form:

“PDPA” refers to the Personal Data Protection Act 2010

“IJN” refers to Institut Jantung Negara Sdn Bhd

“data subject” refers to an individual who is the subject of the personal data.

**Please fill in all relevant details below to enable IJN to provide you with access to the personal data requested.**

### **A. IDENTITY OF THE REQUESTOR**

Please indicate:

[        ] I am the data subject

[        ] I am making this request for personal data of another person (“Third Party Requestor”)

### **B. LATEST PARTICULARS OF THE DATA SUBJECT**

<b>Full name</b>	
<b>NRIC/Passport Number (To provide Passport Number if the Requestor is not a Malaysian citizen):</b>	
<b>Correspondence Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

### **C. LATEST PARTICULARS OF THE THIRD PARTY REQUESTOR**

Please fill in the following details if you are a Third Party Requestor:

<b>Full name</b>	
<b>NRIC/Passport Number (To provide Passport Number if the Requestor is not a</b>	

<b>Malaysian citizen):</b>	
<b>Correspondence Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

Please indicate your purpose for requesting the personal data of the data subject:

	I have been authorised by the data subject in writing to make this data access request.
	The data subject is a minor and I am the parent/legal guardian/parental responsibility over the data subject.
	The data subject is incapable of managing his/her affairs and I have been appointed by Court to manage his/her affairs.
	The data subject has passed away and I have been appointed as administrator of the data subject's estate.
	other reason: (please specify):

**D. THE NATURE OF THE DATA SUBJECT'S RELATIONSHIP WITH IJN**

Please state the nature of the data subject's relationship with IJN.

\*\* If you are the data subject - Please enclose with this Form a photocopy of your National Registration Identification Card (NRIC) or the first page your passport containing your personal details to enable IJN to verify your identity.

\*\* If you are the Third Party Requestor – Please enclose with this Form an authorisation letter from the data subject and/or any other certified documentation as proof of your authority to access the data subject's personal data in accordance with Paragraph C above.

[        ] A current\* / former\* patient of IJN

[        ] A current\* / former\* employee of IJN

[        ] A current\* / former\* business partner or service provider of IJN

[        ] others – please specify \_\_\_\_\_

(\*delete where applicable)

**E. THE PERSONAL DATA REQUESTED**

Please provide a description of the personal data requested for. Where you also wish to correct the personal data, please describe the relevant corrections to the personal data.

You may also include any relevant additional information which may assist IJN in providing you with details pertaining to the personal data.

If you wish to access the personal data, please specify if you would like to simply view the personal data or to receive a copy of the personal data:

[        ] View [        ] Copy

If a copy of the personal data is required, please also indicate the preferred manner of delivery in relation to the personal data:

[        ] mailed to the correspondence address as above;

[        ] mailed to the email address as above; or

[        ] to be collected by you personally at IJN.

**F. DECLARATION**

I, \_\_\_\_\_ hereby confirm that the Information given in this Form and any documents enclosed are true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Notes to the Requestor**

1. Please note that in accordance with the PDPA, IJN reserves the right to:
  - (a) charge a prescribed fee for processing your request for access or correction; and
  - (b) refuse to comply with your request for access or correction to your personal data/ restrict your access to certain information.
  
2. IJN may contact you for additional information to process the personal data access/correction request.