



CORRECTION OF PERSONAL DATA

Raffles Marina Ltd is committed to ensuring that personal data collected under our possession or control is accurate and complete.

If you believe that any personal information under our possession or control is incorrect or incomplete, please update your information below. We will correct any information found to be incorrect within 30 days. Where we are unable to do so within the said 30 days, we will notify you of the soonest possible time when we can make the correction.

Please note that:

- 1) We will correct an individual's personal data upon request, unless we are satisfied on reasonable grounds that the correction should not be made.
- 2) Under Sixth Schedule Section 22 of Personal Data Protection Act, personal data is exempted from correction requirement in respect of:
 - (a) opinion data kept solely for an evaluative purpose;
 - (b) any examination conducted by an education institution, examination scripts and, prior to the release of examination results, examination results;
 - (c) the personal data of the beneficiaries of a private trust kept solely for the purpose of administering the trust;
 - (d) personal data kept by an arbitral institution or a mediation centre solely for the purposes of arbitration or mediation proceedings administered by the arbitral institution or mediation centre; or
 - (e) a document related to a prosecution if all proceedings related to the prosecution have not been completed.
- 3) We may, if you consent, send the correct personal data to specific organisations to which the personal data was disclosed by us within a year before the date the correction was made.

The data collected by Raffles Marina Ltd is limited to what is necessary to facilitate the carrying out of the activities, services, operations, safety and security by Raffles Marina Ltd and used strictly for these purposes. It is kept confidential and the retention period varies according to the purpose. Your personal data will NOT be shared except as required by law or regulations.



CORRECTION OF PERSONAL DATA

The Personal Data Protection Officer will contact you via email if more information is required to process your request.

I. REQUEST FOR CORRECTION OF PERSONAL DATA

Requested by: Name (as in NRIC/Passport)	NRIC/Passport No:
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*Member/Client Signature (**Delete where not applicable*)

Date:

II. CORRECTION OF PERSONAL DATA

Please make the correction where necessary.

Name:	
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Address:	
Email Address:	
Contact Details:	Mobile: _____ Office: _____ Res: _____



CORRECTION OF PERSONAL DATA

Others: Please specify

III. CONSENT

I hereby consent to have my correct personal data only sent to specific organisations, to which the personal data was disclosed by Raffles Marina Ltd within a year before the date the correction was made.

*Member/Client Signature (**Delete where not applicable*)

Date:



CORRECTION OF PERSONAL DATA

For administration use only:

- a) Change of Personal Data Form received by/on

.....
Name of staff

.....
Signature/Date

- b) Change of Personal Data processed by

Name of staff:	
Date of processed:	
Signature:	

- c) Notification to the Individual who requested for the change of personal data

Date of notification:	
Sent by:	
Signature:	