



## Access / Request / Correction and Erasure Form

The Data Privacy Act of 2012 provides you (“the Data Subject” or “the Authorized Requestor”, if not the Data Subject) with the **Access / Request / Correction and Erasure of the personal data** we, Datalogicorp Systems Corporation (collectively, the “Company”), hold about the Data Subject.

This form can also be used to confirm the identity and authority of someone making the request on behalf of the Data Subject.

Your request will be processed within **thirty (30) days** upon receipt of this form. We may require reasonably sufficient personal data from you to satisfy the Company as to your identity and to locate the personal data requested before we can comply with your access request.

### I. Data Subject Details

<b>Full Name:</b>			
<b>Address:</b>			
<b>Email Address:</b>		<b>Contact number (Telephone/Mobile):</b>	
<b>Relationship to the Company:</b>			

### II. Authorized Requestor Details

<b>Are you the Data Subject?</b>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are **not** the Data Subject, you must supply the following documentary evidence to

confirm the Data Subject’s authority supporting this request:

- Duly notarized Special Power of Attorney from the Data Subject; or
- Appointment as receiver or administrator issued by a competent court.



If **authorized**, please provide the following information:

<b>Full Name:</b>			
<b>Address:</b>			
<b>Email Address:</b>		<b>Contact number (Telephone/Mobile):</b>	
<b>Relationship to the Data Subject:</b>			

**III. Confirming Data Subject’s Identity and Authorized Requestor’s Identity**

A. You must confirm the identity of the Data Subject by submitting us an **original or certified true copy** of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Government-issued ID (TIN, NBI Clearance, Senior Citizen’s ID, PRC ID, Driver’s License, etc)
- Passport

If the Data Subject’s name is different from the document or ID presented, you must supply a **copy** of documentary evidence to confirm the Data Subject’s change of name (e.g., marriage certificate, change of name deed or statutory declaration).

B. If you are **not** the Data Subject, you must confirm the identity of the Authorized Requestor by submitting us an **original or certified true copy** of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Government-issued ID (TIN, NBI Clearance, Senior Citizen’s ID, PRC ID, Driver’s License, and so on)
- Passport

If the Authorized Requestor’s name is different from the document or ID presented, you must supply a **copy** of documentary evidence to confirm the Authorized Requestor’s change of name (e.g., marriage certificate, change of name deed or statutory declaration).



#### IV. Confirming Authorized Requestor's or Data Subject's Mailing Address

If you opt to have your personal data mailed to the Authorized Requestor's or Data Subject's address, you must confirm your address by sending us a **certified true copy** of one (1) of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Gas, electricity, water or telephone bill in the Authorized Requestor's/Data Subject's name for the last quarter
- Council tax demand in the Authorized Requestor's/Data Subject's name for the current financial year
- Bank or credit card statement in the Authorized Requestor's/Data Subject's name for the last quarter

#### V. Requested Personal Data

Our search for information relating to the Data Subject will be based on the information provided below. The Company processes personal data for the following purposes. Please tick the box(es) next to the purpose(s) that you would like us to search.

- Accounts and records
- Advertising, marketing and promoting public relations
- Complaints handling
- Information and database administration
- Licensing and registration
- Research
- Staff administration
- HR and employment records
- Admission and enrollment



**Description of personal information:**

*Please specify clearly and in detail the personal data requested (e.g., personal data contained in medical records, credit reports, employment evaluation, and vendor accreditation records). General description of the requested data, such as "all of my personal data", may render the request being refused by the Company as it may unreasonably locate the personal data to which the request relates to.*

**Any other information which will assist in searching for the personal data of the Data Subject?** *(e.g., case or reference number and the name of the person in the Company you have had dealings with in the past, date of collection, and so on)*

**VI. Preferred Manner of Compliance**

I would like to receive it in the form of \_\_\_\_\_  
*(e.g., USB, CD, printed copy, etc.)*

- I would like the reply to be delivered to the mailing address noted in the item IV above.
- I would like the reply to be delivered through soft copy/scanned copy to my e-mail address.
- I would like to receive it personally by hand.



**VII. Formal Declaration and Consent.**

In the exercise of the right granted to me under the terms of the Data Privacy Act of 2012, I request that you provide me with a copy of the personal data about the Data Subject which you process for the purposes I have indicated overleaf.

I confirm this is all of the personal data to which I am requesting access. I also confirm that I am either the Data Subject, or am authorized to act on their behalf. I am aware that it is an offence to unlawfully obtain such personal data, e.g., by impersonating the Data Subject or its authorized representative.

I certify that the information given in this form is true and accurate. I understand that it is necessary for the Company to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to confirm my identity and/or locate the correct information.

By signing this form, I likewise explicitly and unambiguously consent to the collection, processing and storage of the personal data provided in this Form for the purpose(s) of providing the access request which I hereby make and that which is stated in the Company's Privacy Policy (accessible at <https://www.datalogiccorp.com/company-website-privacy-policy> ).

Signed by:

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Signature over Printed Name

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Date (YYYY-MM-DD)



**Checklist:**

Have you:

- 1) Completed the Access Request Form in full?
- 2) Enclosed the relevant form of identity and authority (see section 2)
- 3) Enclosed the relevant form of identity and address (see section 3 and 4)
- 4) Included document/s as proof of correct information?
- 5) Signed and dated the Access Request Form?

**Send the completed form and enclosures to:**

**Marlon Bariuad**

Data Protection Officer

[dpcompliance@datalogiccorp.net](mailto:dpcompliance@datalogiccorp.net)

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