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| **Personal Data Access Request** |
|  **Notes:**1. Administrative fees may apply for retrieval of personal data usage.
2. Please send this completed form:
3. by email to dpo@sma.org.sg with the subject “**Personal Data Access Request**” or
4. by post to**The Data Protection Officer**Singapore Medical Association2 College RoadLevel 2, Alumni Medical CentreSingapore 169850
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Please supply the information about me relating to\*:
*(give specific details of the information you want, for example*

* *your SMA/MPS personnel file;*
* *SMA/MPS emails between ‘A’ and ‘B’ (between dd/mm/yyyy and dd/mm/yyyy);*
* *copies of SMA/MPS statements (between yyyy & yyyy) held in account number nnnnn).*

\*Your SMA account information is mutually exclusive from Medical Protection Society (MPS) UK account information.

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| *Please indicate:* |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature / DateName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | NRIC/Passport No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |