**PERSONAL DATA ACCESS FORM**

For the purpose of this form, Data Subject/ Relevant Person (as defines under Personal Data Protection Act 2010) must provide a copy of identification card (NRIC) or passport, authorisation letter by the Subject Data and other relevant supporting document as required by us. Please note that, we may not be able to process your request in the event of the personal data provided is inaccurate, incomplete, misleading or not up to data in the first place. A request to access personal data is subject to a fee and also to requirements under Personal Data Protection Act 2010.

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| **SECTION 1: TO BE FILLED IN BY DATA SUBJECT**  |
| Full Name as per NRIC |  |
| New NRIC (Attach copy)  |  |
| \*House phone no. |  |
| \*Office phone no.  |  |
| Mobile Phone no.  |  |
| **SECTION 2: TO BE FILLED BY RELEVANT PERSON**  |
| **A: Particulars of Data Subject**  |
| Full Name as per NRIC |  |
| New NRIC (Attach copy)  |  |
| **B: Particulars of Relevant Person** |
| Full Name as per NRIC |  |
| New NRIC (Attach copy)  |  |
| Address |  |
| \*House phone no. |  |
| \*Office phone no.  |  |
| Mobile phone no.  |  |
| \**Non-mandatory information*   |

**ACCESS OF DATA SUBJECT’S PERSONAL DATA**

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| Please provide a description of the personal data to be accessed. |
|  |

\*\*\* Do you need a copy of a file of the Personal Data? (Please tick (x) in the relevant box below)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Yes

|  |  |  |
| --- | --- | --- |
| **Item**  | **Description**  | **Fee (RM)** |
| (a) | Personal Data  | 10 |
| (b) | Sensitive Personal Data | 30 |

 |  No

|  |  |  |
| --- | --- | --- |
| **Item**  | **Description**  | **Fee (RM)** |
| (a) | Personal Data  | 2 |
| (b) | Sensitive Personal Data | 5 |

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| **Declaration by the Data Subject**I, ………………………………………………….……………………………………………………hereby certified that the information given in this form and any documents submitted are true and accurate. Signature: …………………………Date: ……………………………… | **Declaration by Relevant Person**I, ………………………………………………….……………………………………………………hereby certified that the information given in this form and any documents submitted are true and accurate. I, hereby agreed that you may contact the Data Subject to verify my identity.Signature: …………………………Date: ……………………………… |

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| **FOR UNITEN USE ONLY**

|  |  |  |  |
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|  | **FORM RECEIVED** Date: |  | **RESPONSE SENT**Date:  |
| Remarks: |

 |

**Important Notes:**

1. **UNITEN shall informed the Data Subject in writing within 21 days for any data access made by the Data Subject.**
2. **If the period of 21 days is insufficient, UNITEN shall give notice in writing to the Data Subject and UNITEN shall comply the data access request within 14 days after the expiration of the 21 days period.**

**\*\*Note:**

**For information, the fee is not yet applicable in this time until further notice. After the implementation and SST imposed on it, thus the SST will be payable by the Data Subject.**

**BORANG PERMOHONAN AKSES DATA PERIBADI**

Untuk tujuan borang ini, Subjek Data/ Orang yang Berkaitan (seperti yang ditakrifkan di bawah Akta Perlindungan Data Peribadi 2010) mesti menyediakan satu salinan kad pengenalan (KP) atas passport, surat kuasa daripada Subjek Data dan lain-lain dokumen sokongan seperti yang dikehendaki. Sila ambil perhatian bahawa, kami mungkin tidak dapat memproses permohonan anda sekiranya data peribadi yang diberikan adalah tidak tepat, tidak lengkap, mengelirukan atau tidak terkini, Permohonan untuk mengakses data peribadi adalah tertakluk keperluan di bawah Akta Perlindungan Data Peribadi 2010.

|  |
| --- |
| **SEKSYEN 1: UNTUK DIISI OLEH SUBJEK DATA**  |
| Nama Penuh seperti di dalam Kad Pengenalan  |  |
| No. Kad Pengenalan Baru (lampirkan salinan) |  |
| \*No. Telefon Rumah |  |
| \*No. Telefon Pejabat |  |
| No. Telefon Bimbit |  |
| **SEKSYEN 2: UNTUK DIISI OLEH ORANG YANG BERKAITAN**  |
| **A: Butiran Subjek Data**  |
| Nama Penuh seperti di dalam Kad Pengenalan  |  |
| No. Kad Pengenalan Baru (lampirkan salinan) |  |
| **B: Butiran Orang Yang Berkaitan**  |
| Nama Penuh seperti di dalam Kad Pengenalan  |  |
| No. Kad Pengenalan Baru (lampirkan salinan) |  |
| Alamat |  |
| \*No. Telefon Rumah |  |
| \*No. Telefon Pejabat |  |
| No. Telefon Bimbit |  |
| \**Maklumat tidak wajib diberikan*  |

**AKSES DATA PERIBADI SUBJEK DATA**

|  |
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| Sila berikan penerangan mengenai data peribadi untuk diakses |
|  |

\*\*\* Adakah anda memerlukan salinan Data Peribadi? (Sila tandakan (x) dalam petak berkenaan di bawah)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  Ya

|  |  |  |
| --- | --- | --- |
| **Butiran** | **Perihalan** | **Fi (RM)** |
| (a) | Data Peribadi  | 10 |
| (b) | Data Peribadi Sensitif | 30 |

 |  Tidak

|  |  |  |
| --- | --- | --- |
| **Butiran** | **Perihalan** | **Fi (RM)** |
| (a) | Data Peribadi  | 2 |
| (b) | Data Peribadi Sensitif | 5 |

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| **Pengakuan oleh Subjek Data** Saya, ……………………………………………..……………………………………………………dengan ini mengesahkan bahawa maklumat yang diberikan di dalam borang ini dana apa-apa dokumen yang dikemukakan adalah benar dan tepat. Tandatangan: ………………………..Tarikh: ……………………………… | **Pengakuan oleh Orang Berkaitan** Saya, ……………………………………………..……………………………………………………dengan ini mengesahkan bahawa maklumat yang diberikan di dalam borang ini adalah benar dan tepat. Saya, dengan ini bersetuju bahawa anda boleh menghubungi Subjek Data untuk mengesahkan identiti saya. Tandatangan: ………………………..Tarikh: ……………………………… |

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| **UNTUK KEGUNAAN UNITEN SAHAJA**

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|  | **BORANG DITERIMA**Tarikh: |  | **MAKLUMBALAS DIHANTAR**Tarikh: |
| Catatan: |

 |

**Nota Penting:**

1. **UNITEN hendaklah memberi maklumbalas secara bertulis dalam tempoh 21 hari bagi permohonan akses data peribadi oleh Subjek Data.**
2. **Sekiranya tempoh 21 hari adalah tidak mencukupi, UNITEN hendaklah memaklumkan secara bertulis kepada Subjek Data di mana UNITEN akan memperolehi masa lanjutan selama masa 14 hari.**

**\*\*Nota:**

**Untuk makluman, Fi di atas belum lagi dikenakan buat masa ini sehingga dimaklumkan kelak. Sekiranya ia telah dilaksanakan kelak dan sekiranya SSTdikenakan ke atas Fi ini, maka SST akan dibayar oleh Subjek Data**