



Last Revision Date: 30 July 2021

DATA SUBJECT ACCESS REQUEST FORM

All data subjects are entitled to a copy of any personal data in the custody of Department of Energy (“The Department”), under Section 16, Chapter IV of the Data Privacy Act of 2012.

In completing this form, The Department become obligated to provide you with information about the processing of your personal data, retention periods that shall apply and any rights to rectification, erasure, or restrictions of processing that may exist.

The Department shall respond promptly in any event within 72 hours or 3 days of the latest of the following:

- Upon receipt of “Data Subject Access Request Form”; or
- Upon receipt of any further information we may have asked you to provide in enabling us to comply with your request.

The personal data you supply via this form shall only be used for the purposes of identifying the personal data you are requesting and responding to your request(s).

SECTION 1:

A. Are you the Data Subject?

- Yes, I am the data subject. (Please attach a copy of proof of identity and proof of address)
- No, I am acting on behalf of the data subject. (Please attach a copy of data subject’s proof of identity and written authorization letter and your proof of identity.)

If we are not satisfied with the proof of identity provided or with who you claim to be, we reserve the right to refuse to grant your request.

Please complete the following in blocked letters. Fields marked (*) are required for the request to be processed.

B. Details of the person requesting for information:

Name*:	
	(Surname) (Given Name) (Middle Name)
Date of Birth*:	
	DD/MM/YYYY
Address for Correspondence*:	
Contact Number:	
E-mail:	

C. Details of the Data Subject (If different from Section 1A):

Name*:	
	(Surname) (Given Name) (Middle Name)
Date of Birth*:	
	DD/MM/YYYY
Address for Correspondence*:	
Contact Number:	
E-mail:	

SECTION 2:

This request is in regard to:

- | | |
|---|---|
| <input type="checkbox"/> Right to Access | <input type="checkbox"/> Right to Restriction of Processing |
| <input type="checkbox"/> Right to Erasure | <input type="checkbox"/> Right to Data Portability |
| <input type="checkbox"/> Right to Object | <input type="checkbox"/> Right to Withdraw |
| <input type="checkbox"/> Right to Rectification | |

Description of the request*:

(Please further describe the nature of your request.)

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SECTION 3:

Preferred way for feedback on the request:

- In writing to the correspondence address
- Via electronic format
- Collect the information in person
- Other (please specify): _____

SECTION 4:

Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this “Data Subject Access Request Form” and declare that all information above are true to the best of my knowledge. I understand that it is necessary for Department of Energy to confirm my and/or the data subject’s identity and it may be necessary to obtain more detailed information, in order to properly act on my request.

Signature over printed name

Date