



REQUEST TO ACCESS PERSONAL DATA

NAME OF REQUESTOR:	
ADDRESS:	
NAME AND ADDRESS OF REPRESENTATIVE: (If request by representative)	
<p>Information Subject of Request (Please check):</p> <p><input type="checkbox"/> Contents of personal data processed by SCCP</p> <p><input type="checkbox"/> Source/s of personal data</p> <p><input type="checkbox"/> Names and addresses of recipient/s of personal data</p> <p><input type="checkbox"/> Reason/s for the disclosure to the recipient/s</p> <p><input type="checkbox"/> Date of last accessed and modification</p> <p>Specify if personal data was submitted in relation to _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Specify Purpose/s of Request:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>SCCP ACTION/RESPONSE:</p> <p><input type="checkbox"/> Contents of personal data processed by SCCP</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Source/s of personal data</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Names and addresses of recipient/s of personal data</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Reason/s for the disclosure to the recipient/s</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Date of last accessed and modification</p> <p>_____</p>

Name and Signature of Requestor/Representative

Date

Kindly submit this form to SCCP through Data Protection Officer at 6th Floor, PSE Tower, 5th Ave. cor. 28th St., Bonifacio Global City, Taguig, together with a copy of ID card of the requestor and/or of the representative. In case of a request by a representative, request should be accompanied by a signed letter-authority of the requestor.

Privacy Notice

SCCP will collect, record, store, use, disclose, and process your personal information for the purpose of your request and for purposes relevant or incidental thereto. SCCP will retain your personal information as long as necessary and we will safely destroy it after the applicable retention period. You have rights under the Data Privacy Act such as rights to be informed, access, correct, object, withdraw, erasure, data portability, file complaint, and damages. You should be aware that there are risks in the processing of your personal information and for safeguards to protect it, kindly read our Privacy Policy at www.sccp.com.ph or contact the Data Protection Officer at dataprivacy@sccp.com.ph for any concern.