



SANTEN PHARMACEUTICAL ASIA PTE. LTD.
6 Temasek Boulevard #20-03/04 Suntec Tower Four, Singapore 038986
Tel : +65 6715 7800 Fax : +65 6235 1543

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

ACCESS REQUEST FORM

Notes for Applicants

1. Under the Personal Data Protection Act of Singapore, an individual is entitled to be informed of the following: -
 - a. Personal Data under the possession or control of Santen Pharmaceutical Asia Pte. Ltd. ("**SANTEN**") about the individual; and
 - b. Information about the ways in which the Personal Data above has been or may have been used or disclosed by SANTEN **within a year** before the date of the request.
2. The request must be in writing and accompanied by a reasonable fee. SANTEN shall inform the individual of the quantum of the fee at the time the request is made (The fee shall be paid by cheque to the "Santen Pharmaceutical Asia Pte. Ltd.>").
3. The request must be accompanied by any necessary information/documentation to identify the enquirer (NRIC/ Passport or other proof of identity) and to locate the record of Personal Data required.
4. SANTEN will comply with the request for disclosure within 30 days of receiving the request, payment of the fees in (2) or receiving the information referred to in (3) whichever event occurs later.
5. Please complete the following form and sign the accompanying declaration and submit, with your fee and proof of identity, to the Data Protection Officer at the address given below.
6. SANTEN is not required to provide information under the access requirement for:-
 - i. Opinion data kept solely for an evaluative purpose;
 - ii. Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
 - iii. Personal Data subject to legal privilege;
 - iv. Personal Data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organisation;
 - v. Personal Data collected, used or disclosed without consent pursuant to the exemptions in the PDPA, for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed;



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- vi. Any request:-
 - a. That would unreasonably interfere with the operations of SANTEN because of the repetitious or systematic nature of the requests;
 - b. If the burden or expense of providing access would be unreasonable to the organisation or disproportionate to the individual's interests;
 - c. For information that does not exist or cannot be found;
 - d. For information that is trivial; and
 - e. That is otherwise frivolous or vexatious.

- vii. Personal Data or other information shall not be provided to an individual if the provision of that Personal Data or information could reasonably be expected to:
 - a. Threaten the safety or physical or mental health of an individual other than the individual who made the request;
 - b. Cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
 - c. Reveal Personal Data about another individual;
 - d. Reveal the identity of an individual who has provided Personal Data about another individual and the individual providing the Personal Data does not consent to the disclosure of his/her identity; or
 - e. Be contrary to national interest.

- viii. If Personal Data has been disclosed to a prescribed law enforcement agency without the consent of the individual or pursuant to the exemptions in the PDPA, SANTEN shall not be required to inform the individual of such disclosure.



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A. The Requesting Party's Details

Full Name (Block letters)	:	
NRIC/ Passport Number	:	
Address	:	
Telephone Number(s) Residential/ Office/ Handphone	:	
Email	:	

B. Your status/relationship with Santen Pharmaceutical Asia Pte Ltd

In order to help us verify your identity and locate your personal information, please complete the following questions as far as possible:-

(a) STAFF

- Current staff
 - Former staff (please state date employment ceased)
- Department/ Division Staff Number

(b) OTHER

If you are not a staff, describe what relationship have you had/have with SANTEN and when?

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C. Your Request

Please provide the following information to enable us to respond to your request :-

A. A detailed description of the Personal Data that you are requesting for access to	:	
B. Name of the Officer/ Employee of SANTEN and his/her division by whom your Personal Data was collected	:	
C. When you submitted your Personal Data to SANTEN and for what purposes	:	
D. Details of your request for access to your Personal Data	:	
E. Reasons for your request for access to your Personal Data	:	



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Declaration

I, NRIC/ Passport No, certify that the information given on this Access application form to Santen Pharmaceutical Asia Pte Ltd (“SANTEN”) is correct. I understand that I will have to pay a reasonable fee and provide proof of my identity (either my NRIC or Passport). I also understand that it may be necessary for SANTEN to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signed

Dated

Please return the completed form to the Data Protection Officer :-

Email address: dpo_sg@santen.asia

Postal address: The Data Protection Officer,
Santen Pharmaceutical Asia Pte. Ltd.
6 Temasek Boulevard #20-03/04, Suntec Tower Four,
Singapore 038986

Documents which must accompany your application are:-

- i Evidence of your **identity (NRIC/ Passport, proof of identity)**
- ii A fee, the quantum of which you shall be notified of at the time the access request is made (payable by cheque to the “Santen Pharmaceutical Asia Pte Ltd”)