

# Data Correction Request Form

(Please allow for 30 days for the processing of your data.)



To **Membership Department**  
Cornerstone Community Church  
11 East Coast Road #03-01/02  
The Odeon Katong  
Singapore 428722  
Tel: (65) 5344 4733  
Email: [membership@csc.org.sg](mailto:membership@csc.org.sg)

## Personal Particulars

Please provide us with your particulars so that we can verify your identity in order to process your request.

1. **Name of requestor as in NRIC/FIN (Underline surname)**

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2. **Contact details**

Contact Number:	
Email Address:	

3. **Date of Birth (Date / Month / Year)**

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## Data Correction

Please note that this correction request is for your own personal data only.

4. **Please specify the personal data you wish to correct/update**

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5. **Please provide the correct/updated personal data**

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## Consent Clause

Please check the information you have provided, sign this form, then send this form together with supporting documents to the Membership Department (via post/email).

By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with the Correction Request are true, accurate and complete. I understand that it will be necessary for Cornerstone Community Church (CSCC) to verify my identity and that CSCC may contact me for more detailed information in order to correct or update the personal data requested. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Correction Request.

\_\_\_\_\_  
**Requestor's Signature and Date**

## Important Notes:

- (1) Please note that Cornerstone Community Church reserves the right to refuse to comply with the Data Correction Request as may be permitted under the Personal Data Protection Act 2012.
- (2) Personal data collected on this form is required to enable your Data Correction Request to be processed, and will only be used in connection with such request.

## For Official Use Only:

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Remarks: \_\_\_\_\_