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| **Personal Data Access Request** | |
| **Notes:**   1. Administrative fees may apply for retrieval of personal data usage. 2. Please send this completed form: 3. by email to [dpo@sma.org.sg](mailto:dpo@sma.org.sg) with the subject “**Personal Data Access Request**” or 4. by post to **The Data Protection Officer** Singapore Medical Association 2 College Road Level 2, Alumni Medical Centre Singapore 169850 |  |

Please supply the information about me relating to\*:   
*(give specific details of the information you want, for example*

* *your SMA/MPS personnel file;*
* *SMA/MPS emails between ‘A’ and ‘B’ (between dd/mm/yyyy and dd/mm/yyyy);*
* *copies of SMA/MPS statements (between yyyy & yyyy) held in account number nnnnn).*

\*Your SMA account information is mutually exclusive from Medical Protection Society (MPS) UK account information.

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| *Please indicate:* |

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