



ANNEX “G”

PERSONAL DATA CORRECTION REQUEST FORM

I. Instruction to Requestor			
<ol style="list-style-type: none"> The provision of personal data is optional, however, if you do not provide sufficient data, your request may not be processed. If the request is made by an individual other than the data subject, the following should be presented <ol style="list-style-type: none"> Letter of Authority signed by the data subject; and Proof of identity of the data subject (e.i, copy of the driver’s license, company ID, birth certificate, etc.) Data subject as referred herein, refers to an individual who is the subject of the personal data. Provision of additional information may be asked to help facilitate the immediate processing of your request. Upon approval, corrections made to your personal data will be sent to your email address provided herein. 			
II. Requestor’s Personal Particulars			
Name of Requestor			
Business Address			
Contact Number			
III. Personal Particulars of the Data Subject (if different from that of the requestor)			
Name of Data Subject			
Postal Address			
Contact Number		Email Address	
IV. Personal Data to which the Request Relates (attach additional sheet if necessary)			
Details of Request:			
V. Declaration of Requestor			
<p>I hereby declare and confirm that all information and supporting documents provided by me in connection with this correction request are true, accurate and complete. I understand that it will be necessary for Sorsogon State University (SorSU) to verify my identity and that SorSU may contact me for more information in order to correct or update the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this request.</p>			
Signature over Printed Name		Date	
VI. Recommendation			
Signature over Printed Name Authorized Personal Data Processor		Date	

Remarks:

VII. Approval

Signature over Printed Name Process Owner	Date	
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