



Request to Correct or Delete¹ Personal Data

Correction or deletion related to personal data in the possession of SCCP is hereby requested as follows:

Date of Request		
Name of Requestor	Last Name, First Name	
	Address	
	Telephone/Cell phone No.	
Name of Representative (If request by a representative)	Last Name, First Name	
	Address	
	Telephone/Cell phone No.	
	Relation to Requestor	
Type of Request (Please mark)	<input type="checkbox"/> Correction related to personal data of requestor <input type="checkbox"/> Deletion related to personal data of requestor	
Reasons for the Request (Please be specific)		
Matters related to the Requested Data (Please be specific)	Period of Filing or Registration	
	Details	
Details of Correction	Before correction: _____	
	After correction: _____	

Name and Signature of Requestor/Representative

Instructions:

- 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.
- As to request for deletion, please submit proof of any of the following: that your personal data is (a) out-dated, incomplete, false or unlawfully obtained, (b) being used for unauthorized purpose, (c) no longer necessary for the purpose for which they were collected, (d) concerns private information prejudicial to you, (e) withdrawal of consent, (f) processing is unlawful, and (f) violation of your right/s.

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.

¹ Right to erasure or blocking under Section 34(e), Rule VIII of the IRR of R.A. No. 10173.