

L – The rights of a data subject recognized under the DPA and how the same may be exercised

ITDI recognized the rights of our customers, applicants and employees to be informed, to access, to object, to erasure or blocking and to rectify their personal information as govern by all laws. For any concerns regarding this matter, you may send a request using Harmonized DPA and FOI Form and Procedure.



### FOI REQUEST FORM (Customer Copy)

Date: \_\_\_\_\_ Request Reference No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

ID Presented: \_\_\_\_\_ ID No.: \_\_\_\_\_

Document Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

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

*FOI Receiving Officer*

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### FOI REQUEST FORM (ITDI Copy)

Date: \_\_\_\_\_ Request Reference No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

ID Presented: \_\_\_\_\_ ID No.: \_\_\_\_\_

Document Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

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#### ***For FOI Receiving Officer Only***

Type of Document: \_\_\_\_\_

Mode of Request: \_\_\_\_\_

Request Forwarded to: \_\_\_\_\_

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

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

*FOI Receiving Officer*

**ANNEX F – ITDI REQUEST FOR PUBLIC DOCUMENT INTERNAL PROCESS FLOW**

