

**Notice of Personal Data Protection Act / Notis Akta Perlindungan Data Peribadi**

By completing this Form, I understand MIA is bound to give Notice and require consent in relation to processing of personal information, in accordance with the Personal Data Protection Act 2010 ["PDPA"]. I hereby confirm that I have read, understood, and agree to the Personal Data Protection Notice at [www.mia.edu.my](http://www.mia.edu.my).  
*Dengan melengkapkan borang ini, saya faham bahawa MIA terikat untuk memberi notis dan memerlukan persetujuan berhubung dengan pemprosesan maklumat peribadi menurut Akta Perlindungan Data Peribadi 2010 ["PDPA"]. Saya mengesahkan bahawa saya telah membaca, memahami serta bersetuju dengan kenyataan Notis Perlindungan Data Peribadi di [www.mia.edu.my](http://www.mia.edu.my).*

**IMPORTANT NOTE:**

1. This form is to be used by Data Subject requesting for access to their own personal data.
2. The application fee for data access is RM 10.00.
3. A photocopy of the data subject's NRIC / Passport is to be attached with the form for verification purposes.
4. We may require you to provide additional information / documents to help us to process your request.
5. Your application may not be processed if:
  - a) the information / document provided is incomplete / insufficient; and/or
  - b) the request is of commercially confidential information; and/or
  - c) the request is too general and not specific enough; and/or
  - d) the request require disproportionate technical effort; and/or
  - e) no payment of application fee is received.
6. MIA reserves the right to restrict access to certain information as may be permitted under the Personal Data Protection Act 2010.
7. Fees paid is non-refundable regardless the data access request is accepted or declined.
8. Personal data collected on this Form is required to enable your Access Request to be processed and will be used in connection with this request only.
9. All correspondences on data access request must be in writing and send to this e-mail [pdpa@mia.edu.my](mailto:pdpa@mia.edu.my) or the following address.  
Personal Data Officer  
Malaysian Institute of Art  
249-299, Jalan Bandar 11  
Taman Melawati  
53100 Kuala Lumpur

**SECTION A: DATA SUBJECT'S APPLICATION**

Applicant's Name : \_\_\_\_\_

Mobile Phone No. : \_\_\_\_\_ House Phone No.: \_\_\_\_\_

Email : \_\_\_\_\_

Type of Data Requested: \_\_\_\_\_  
*(please be specific)*

Purpose of Data Access: \_\_\_\_\_

*Note to applicant:*  
1) Please enclosed a copy of your NRIC / Passport for verification purposes.  
2) Please use additional sheet of paper if the space provided is insufficient.

**Pursuant to the PDPA Act 2010, it is the responsibility of MIA to ensure that the personal data is correct and updated. Please indicate if you allow us to update your contact details that are kept by MIA.**

**Applicant's Declaration and Consent**

I would like to apply for Data Access for my own personal data as stated per above. I (please select one only)

- consent**     **do not consent**    MIA to process my personal data  
 **consent**     **do not consent**    MIA to update my contact details.

Signature of Applicant : \_\_\_\_\_

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

<b>Application fee record:</b>	
Receipt No.:	Amount:
Collected by:	Date:

**SECTION B: FOR MALAYSIAN INSTITUTE ART**

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

**Data Request Application No:** \_\_\_\_\_

Decision :  Approved  Disapproved

Remarks :

Approved by :

Name :

Date :

**SECTION C: DATA PREPARATION CHECKLIST**

Staff appointed for data preparation :

Date of appointment :

Completed by :

Name :

Date :

Verified by :

Name :

Date :

**SECTION D: AKNOWLEDGE RECEIPT BY DATA SUBJECT**

I, \_\_\_\_\_ (NRIC / Passport No.: \_\_\_\_\_)

hereby acknowledge receipt the requested data.

\_\_\_\_\_  
(Signature of Applicant)

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