

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.
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.

IMPORTANT NOTE:

1. This form is to be used by Third Party Requestor requesting for access of personal data of another person.
2. The application fee for data access is RM 10.00.
3. Fees paid is non-refundable regardless the data access request is accepted or declined.
4. MIA reserves the right to restrict access to certain information as may be permitted under the Personal Data Protection Act 2010.
5. A photocopy of the requestor's NRIC / Passport is to be attached with the form for record purposes.
6. We may require you to provide additional information / documents to help us to process your request.
7. Your application may not be processed if:
 - a) the consent from Data Subject is unavailable;
 - b) the information / document provided is incomplete / insufficient; and/or
 - c) the request is of commercially confidential information / inappropriate for disclosure; and/or
 - d) the request is too general and not specific enough; and/or
 - e) the request require disproportionate technical effort; and/or
 - f) no payment of application fee is received.
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 correspondence on data access request must be in writing and send to this e-mail 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: DETAILS OF THIRD PARTY REQUESTOR

Applicant's Name : _____

NRIC / Passport No. : _____

Mobile Phone No. : _____

Email : _____

Company (if applicable) : _____

Purpose of Data Access: _____
(please be specific)

Name of Data Subject : _____

Data Subject's NRIC / Passport No. : _____

Type of Data Requested: _____
(please be specific)

Please state your relationship with Data Subject (please select ONE only):

- Parent Guardian Legal Representative
 Others (please specify) _____ No relationship

Note:

- 1) Please provide a photocopy of your National Registration Identification Card (NRIC) or the first page of your passport containing your personal details for us to verify your identity. Please cross the photocopy of your document with "FOR PERSONAL DATA ACCESS REQUEST ONLY".
- 2) Please enclosed the consent from Data Subject, failing which your application may not be processed.
- 3) Please use additional sheet of paper if the space provided is insufficient.

Applicant's signature : _____

Date : _____

Application fee record:

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 :