



# MCSG data access and correction

Upon request and subject to certain conditions, an individual may request access to his personal data which Marks & Clerk Singapore LLP (MCSG) has collected and used within a year before the request. Specifically, the individual may ask for information about the ways in which his personal data has been or may have been used or disclosed.

Further, upon his request, MCSG will correct any error or omission of the personal data of an individual which MCSG has collected.

An individual who has personal data collected, processed or used by MCSG can exercise these rights, including withdrawing consent or wishes to lodge a complaint, by making a request in writing to the Data Protection Officer (currently Dylan Lim) in an email to [dp\\_officer@marks-clerk.com.sg](mailto:dp_officer@marks-clerk.com.sg) with the subject heading “Personal Data Enquiry/Access/Correction/Consent Withdrawal Request” with the following details:

1. Full name of the person making the request;
2. Address and contact information;
3. Relationship with MCSG;
4. MCSG file reference;
5. Name of Responsible Attorney;
6. Details of Personal Data Request

MCSG needs to be assured of the requester’s identity before complying with the request and verifications may be needed at the discretion of the Data Protection Officer.

If you have any questions regarding this policy, please contact the Data Protection Officer in the same manner as indicated above.