



# Data Subject Access Request (DSAR) Form

F-MIE-LEG-02, Rev 0, [Date]

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Reference No: \_\_\_\_\_  
(To be filled up by DPO Office)

This form is to be used by data subject's wishing to obtain access to or a copy of his or her personal data which is under the custody of MERALCO INDUSTRIAL ENGINEERING SERVICES CORPORATION (MIESCOR), and/or certain information regarding the nature, purpose and extent of their processing. Completion of this form is necessary to know the information you have provided as our data subject by virtue of the use of our services.

The information requested below will help MIESCOR (a) satisfy itself as to your identity and (b) find any data held about you.

SECTION 1: PERSONAL INFORMATION	
Name of Data Subject (Last Name, First Name, Middle Initial)	
Email Address	
Mobile/ Phone No.	
Present Address	
Permanent Address	
SECTION 2: PROOF OF IDENTITY	
To be able to establish your identity, you must submit a copy of one document from each of the following categories with your request:	
a) Confirmation of name – any government issued identification card or document e.g. driver's license, passport, etc.	
b) Confirmation of name and address – driver's license, utility bill, bank or credit card statement, or other equivalent/similar document showing your name and address.	
c) Authorization letter (optional) – For requests made on behalf of an individual, an authorization letter is required in addition to the requirements herein set forth, as well as a copy of any government-issued identification card and the presentation of the original thereof.	
d) Supporting Documents	
• Government-Issued ID	
• Proof of Address/ Residence	
• Authorization Letter, in case of a representative	
• Government-issued ID of the authorized representative	
SECTION 3: TYPE OF REQUEST	
Please indicate the type of request by selecting the proper box.	
<input type="checkbox"/> Access Request <input type="checkbox"/> Information Request <input type="checkbox"/> Data Portability Request	

**PRIVACY NOTICE:** We respect your rights under Data Privacy Act. All personal data you provided will only be used to process your communication. This includes contacting you should there be need for clarification or additional information. All collected data will be kept secure and confidential, unless otherwise authorized by law. They will be disposed of as soon as the purpose for their use has been achieved.



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## SECTION 4. ADDITIONAL INFORMATION

*To help MIESCOR find your information, please use the space below to provide further details that may help to locate the information sought.*

**a. What is the request (specific documents or information you are seeking)?**

**b. What is the reason for this request?**

**c. What is the relevant period(s) for this request?**

## SECTION 5: ATTESTATION

The information that I have supplied in this form is true and correct, and I am the person to whom it relates.

\_\_\_\_\_  
**Requestor**

*Signature over printed name*

\_\_\_\_\_  
**Date Signed**

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