



Complaints and Investigation Division

RECEIVED BY:

Name: _____

Date and Time: _____

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

COMPLAINTS AND INVESTIGATION DIVISION

COMPLAINTS-ASSISTED FORM

REMINDERS: Complaints that are insufficient in form and in substance may cause the **outright dismissal** of your complaint. To avoid that:

1. Always fill out the Complaints-Assisted Form **legibly, completely and accurately.**
2. Do not forget to **attach all your evidence/proof** to support your complaint.
3. Submit **ONE COMPLAINT FORM PER RESPONDENT.**
4. Provide us with a **valid government issued I.D.** List of accepted government issued IDs:
 - Philippine Passport
 - Philippine Driver’s License
 - PRC ID
 - Postal ID
 - Voter’s ID
 - GSIS Card
 - SSS Card
 - TIN Card
 - Student ID

PRIVACY NOTICE: We collect the following personal information from you when you manually or electronically submit to us your complaint/s:

- Full Name
- Home address
- E-mail address
- Contact number
- ID information

USE: The collected personal information will be utilized solely for documentation and processing of your complaint/s within the NPC and, when appropriate, endorsement to other government agency/ies that has/have jurisdiction over the subject of your complaint.

PROTECTION MEASURES: Only authorized NPC personnel has access to this personal information, the exchange of which will be facilitated through email and hard copy. NPC will only retain personal data **as long as necessary** for the fulfillment of the purpose.

COMPLAINANT INFORMATION	
Name:	
Address:	
E-mail address:	
Contact number:	

RESPONDENT INFORMATION	
Name:	
Address:	
E-mail address:	
Contact number:	

ALLEGATIONS

Personal information that respondent has processed. *(List the personal information processed. Examples of personal information: name, age, address, marital status, email address)*

1. _____
2. _____
3. _____
4. _____
5. _____

Contacted respondent, in writing, to allow respondent to act on the complaint.

Attach as supporting documents, any and all correspondence with the respondent on the matter complained *(Please list and properly identify all documents attached):*

1. _____
2. _____
3. _____
4. _____

Did not contact respondent.

Reason for not contacting respondent.

VIOLATION SUBJECT OF COMPLAINT (Tick the box/es that may apply)

- Sec. 25 Unauthorized Processing Sec. 28. Processing for Unauthorized Purposes
 Sec. 26. Access due to Negligence Sec. 31. Malicious Disclosure
 Sec. 27. Improper Disposal Sec. 32. Unauthorized Disclosure

Date and Time of the
Incident: _____

Place of Incident: _____

Narration of Facts: (Explain how the respondent committed a privacy violation)

Continue narration on the next page.

Continuation of narration:

Supporting documents attached *(Please list and properly identify all the attached documents):*

Important: Failure to attach supporting documents shall cause the outright dismissal of the complaint (NPC Circular 16-04, Sec. 12 d).

1.

2.

3.

4.

5.

RELIEFS PRAYED FOR: (Tick the box/es)

What would resolve this complaint for you?

Minimum of one item must be selected. You may also opt to select a combination of the items provided. Please explain each item selected.

Damages

Fine

Others, please describe.

I accomplished and reread the foregoing complaint and hereby attest that all the allegations contained therein are true and correct of my own personal knowledge and based on authentic records.

Complainant
(Signature over Printed Name)

Note: If the complainant wishes to apply for a temporary ban on processing of personal data, a separate application should be filed. It must be verified and shows facts entitling the complainant to the relief demanded.

SUBSCRIBED AND SWORN to before me on this day of _____, affiant exhibiting to me his/her _____ I.D. with No. _____ issued on _____ at _____ bearing his/her photo and signature.

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 2020.