

COMPLAINT FORM

Complainant (i.e. the individual to whom the personal data in question is related)

Name: (*Mr./Ms./Miss) _____

(As recorded on the identity document)

(Please either produce the original of the identity document in person for verification or provide copy of the identity document with this Complaint)

Address: _____

Telephone: _____ , _____

Party complained against [data user] (i.e. the party by whom the act or practice in question was done or engaged in)

Name: (*Mr./Ms./Miss) _____

Address: _____

Contact person (if known): _____

Telephone: _____ , _____

Complaint (State clearly how, when, by whom and which of the complainant's personal data were collected, processed, used, retained or handled)

(Please provide supporting documents if available and use a separate sheet if the space provided is insufficient)

(_____ page(s) of separate sheet is/are attached)

Do you consent to the disclosure of your identity to the party complained against?

(Please tick one of the following boxes)

Signature of complainant: _____

Yes No

Date: _____

Relevant person (if appropriate)

A relevant person may make a complaint on behalf of an individual, if :-

- a) that individual is a minor and the relevant person is his parent or legal guardian;
- b) that individual cannot manage his own affairs and the relevant person has been appointed by a court to manage those affairs.

Name: (*Mr./Ms./Miss) _____

(As recorded on the identity document)

Address: _____

Telephone: _____ , _____

(*Please delete as appropriate)

Please be advised that it is voluntary for you to supply to us your personal data. All personal data submitted will only be used for purposes which are directly related to this complaint. You have the right to request access to and correction of your personal data held by us. Request for access or correction should be made in writing. The personal data submitted may be transferred to parties who will be contacted by us during the handling of this case including the party being complained against or other parties concerned. The information provided may also be disclosed to agencies who