

DATA PROTECTION COMPLAINTS FORM

If you believe that the processing of your Personal data by CIBI has caused you a damage or has not been processed according to Data Privacy Act of 2012 and its IRR, you can fill out the present Data Protection Complaint Form.

This Form is to be sent by email to the Data Protection Officer of CIBI at the following email address: dpo@cibi.com.ph.

CONTACT INFORMATION

Name (Last, First): _____
Telephone number: _____
Email Address: _____
Home Address: _____
Business Name and Address: _____

Please submit a photocopy of your government issued IDs or passport to verify your identity.

Please indicate your preferred means of contact where our response will be sent by ticking the box below.

Home Address Business Address Email Address

Please include a description of your complaint, including as much detail as possible to help CIBI investigate and resolve the matter such as:

- a. Nature of the data concerned, Name of Officer/Employee (and his/her unit or department) by whom the personal data was collected;
- b. Details of the complaint;
- c. Time frame over which the suspected wrongdoing occurred
- d. Documentary evidence in support of the complaint

In order to help us identify systems that may contain information about you, please check the boxes below that describe your relationship with CIBI:

- Job applicant
- Former employee or contractor
- Employee of CIBI
- Employee family member, dependent, beneficiary or emergency contact
- Employee of CIBI Client or business partner
- Employee of a CIBI supplier or vendor
- Individual – Consumer

Other – please describe:

If your information may be under another name, please provide that name and reason for the change:

*The information collected in this form is intended to enable our Data Protection Officer to respond to your Complaint. They will be archived after the Complaint has been treated for (5) five years and then deleted. For any question related to this Complaint/Request Form, please send your request at the following email: **dpo@cibi.com.ph***