

PERSONAL DATA COMPLAINT FORM
COMPLAINTS & MEDIATION REPORT

CUSTOMER/EMPLOYEE INFORMATION

Date : _____
Name: : _____
Case Ref : _____
Name of DPO & Investigation Officer: _____

COMPLAINT

Client/Employee Complaint Attached

DETAILS – SUBJECT MATTERS? *(PLEASE ATTACH ADDITIONAL PAGES/SUPPORTING DOCUMENTS, WHERE NECESSARY):*

COMPANY REPOSENSE

Investigated & Internally Resolved

DETAILS *(PLEASE ATTACH ADDITIONAL PAGES/SUPPORTING DOCUMENTS, WHERE NECESSARY):*

OIC Signature/Date

Customer/Employee Signature/Date

PERSONAL DATA COMPLAINT FORM
COMPLAINTS & MEDIATION REPORT

FOLLOW-UP ACTION

Results of Investigation

DETAILS (PLEASE ATTACH ADDITIONAL PAGES/SUPPORTING DOCUMENTS, WHERE NECESSARY):

Escalated To External Mediation – CASE/SINGAPORE MEDIATION CENTRE/PDPC

DETAILS (PLEASE ATTACH ADDITIONAL PAGES/SUPPORTING DOCUMENTS, WHERE NECESSARY):

AGREEMENT

We, the undersigned, hereby agree that the complaint relating to Personal Data Protection above has been fully and completely resolved by the Company, and the matter is closed.

OIC Signature/Date

Customer/Employee Signature/Date