Tracking No. _____

Republic of the Philippines
City of Mandaluyong

Data Privacy Contact Form

Name: _____ **Date**: _____

In accordance with Section 16 of R.A. 10173 or the Data Privacy Act of 2012, I wish to exercise my right/s as data subject:

- ☐ to be informed
- ☐ to object
- ☐ to access
- ☐ to correct/rectify
- ☐ to erasure/blocking
- ☐ to data portability
- ☐ to complain
- ☐ to damages

- ☐ Inquiries/Comments/ Suggestions
- ☐ Others _____

Email Address: _____ **Contact Number:** _____

Details

(You may ttach additional pages, if neccesary.)

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INSTRUCTIONS:

1. Submit **three (3) legible copies** of this form. Attach **supporting documents**, if necessary and/or available. Examples include proof or evidence of incident or violation, authorization letter (if applicable), etc.

2. Provide only **complete, true, and correct** information. The DPO may dismiss or refuse to process requests, complaints or inquiries based false statements or inaccurate information. Incomplete submissions may not be processed as well.

3. A complainant must notify the DPO if he or she has filed or intends to file a similar complaint involving the same subject matter before another forum or body.

PRIVACY STATEMENT: *Any or all personal data you provided will only be used to process any request on the exercise of your rights and other related purposes. This includes contacting you should there be need for clarifications 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. Only aggregate or anonymized data shall be subject to further processing. We respect your rights under the Data Privacy Act. Should you wish to be clarified on how we are processing of your personal data, or have questions or clarifications relative to privacy and data protection, you may contact us at* ***dpo@mandaluyong.gov.ph***.