

DPO Contact Form

Name: _____

Date: _____

- ☐ Inquiry
- ☐ Document Review
- ☐ Incident Report
- ☐ Complaint
- ☐ Invitation
- ☐ Announcement/Notification

- ☐ Request to:
 - ☐ access/obtain personal information
 - ☐ obtain copy of CCTV footage
 - ☐ correct personal information
 - ☐ suspend, withdraw, block personal information
- ☐ Others _____

Email Address: _____

Contact Number: _____

Details

(Attach additional pages if necessary)

For Incident Reports & Request CCTV Footage Only	
Date & Time of Incident (if known)	Number of Persons Affected

For Complaints Only Claim for Damages: <input type="radio"/> Yes <input type="radio"/> No	
Personal Data Involved	Office/Unit/Center or Person/s Involved

INSTRUCTIONS

1. 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 shall dismiss or refuse to process inquiries/complaints/incident reports based on false statements or inaccurate information. Incomplete submissions may also be set aside.
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 NOTICE: Any or all personal data you provided will only be used to process your communication and other compatible 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 invoke any such rights in relation to our processing of your personal data, or have questions or clarifications relative to privacy and data protection, you may contact us at dpo@benlife.com.ph. You may likewise lodge your complaint or submit an incident report form at dpo@benlife.com.ph.