



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

Complaints and Investigation Division

**RECEIVED BY:**

Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

## COMPLAINTS-ASSISTED FORM

**REMINDERS:** Complaints that are insufficient in form and in substance may cause the **outright dismissal** of your complaint. To avoid that:

1. Always fill out the Complaints-Assisted Form **legibly, completely and accurately**.
2. Do not forget to **attach all your evidence/proof** to support your complaint.
3. Submit **ONE COMPLAINT FORM PER RESPONDENT**.
4. Provide us with a **valid government issued I.D.** List of accepted government issued IDs:
  - Philippine Passport
  - Philippine Driver's License
  - PRC ID
  - Postal ID
  - Voter's ID
  - GSIS Card
  - SSS Card
  - TIN Card
  - Student ID

**PRIVACY NOTICE:** We collect the following personal information from you when you manually or electronically submit to us your complaint/s:

- Full Name
- Home address
- E-mail address
- Contact number
- ID information

**USE:** The collected personal information will be utilized solely for documentation and processing of your complaint/s within the NPC and, when appropriate, endorsement to other government agency/ies that has/have jurisdiction over the subject of your complaint.

**PROTECTION MEASURES:** Only authorized NPC personnel has access to this personal information, the exchange of which will be facilitated through email and hard copy. NPC will only retain personal data **as long as necessary** for the fulfillment of the purpose.

Ref No.: \_\_\_\_\_

NPC\_LEO\_CID\_CAF-V1.0, R0.0, 05 April 2021

COMPLAINANT INFORMATION			
Name:			
Address:			
E-mail address:			
Contact number:			
	Female		Male

RESPONDENT INFORMATION			
Name:			
Address:			
E-mail address:			
Contact number:			
	Female		Male

**ALLEGATIONS**

Personal information that respondent has processed. *(List the personal information processed. Examples of personal information: name, age, address, marital status, email address)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Contacted respondent, in writing, to allow respondent to act on the complaint.

**Attach as supporting documents, any and all correspondence with the respondent on the matter complained *(Please list and properly identify all documents attached):***

1. \_\_\_\_\_
2. \_\_\_\_\_

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3.

4.

5.

Did not contact respondent.

Reason for not contacting respondent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIOLATION SUBJECT OF COMPLAINT** (Tick the box/es that may apply)

- Sec. 25 Unauthorized Processing       Sec. 28. Processing for Unauthorized Purposes
- Sec. 26. Access due to Negligence       Sec. 31. Malicious Disclosure
- Sec. 27. Improper Disposal       Sec. 32. Unauthorized Disclosure

Date and Time of the Incident:

\_\_\_\_\_

Place of Incident:

\_\_\_\_\_

Narration of Facts: (Explain how the respondent committed a privacy violation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5.

**RELIEFS PRAYED FOR:** (Tick the box/es)

What would resolve this complaint for you?

Minimum of one item must be selected. You may also opt to select a combination of the items provided. Please explain each item selected.

Damages

Fine

Others, please describe.

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I accomplished and reread the foregoing complaint and hereby attest that all the allegations contained therein are true and correct of my own personal knowledge and based on authentic records.

\_\_\_\_\_  
Complainant  
(Signature over Printed Name)

**Note: If the complainant wishes to apply for a temporary ban on processing of personal data, a separate application should be filed. It must be verified and shows facts entitling the complainant to the relief demanded.**

**SUBSCRIBED AND SWORN** to before me on this day of \_\_\_\_\_,  
affiant exhibiting to me his/her \_\_\_\_\_ I.D. with No. \_\_\_\_\_  
issued on \_\_\_\_\_ at \_\_\_\_\_ bearing his/her photo and signature.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2021.

Ref No.: \_\_\_\_\_

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**VERIFICATION AND CERTIFICATION  
OF NON-FORUM SHOPPING**

I, \_\_\_\_\_, Filipino, of legal age, and a resident of \_\_\_\_\_ after having duly sworn to in accordance with law, do hereby depose and state:

1. The allegations in the complaint are true and correct based on my personal knowledge, or based on authentic documents;
2. The complaint is not filed to harass, cause unnecessary delay, or needlessly increase the cost of litigation;
3. The factual allegations therein have evidentiary support or, if specifically so identified, will likewise have evidentiary support after a reasonable opportunity for discovery;
4. That I further certify that (a) I have not commenced any action or filed any claim involving the same issues in any court, tribunal or quasi-judicial agency and, to the best of my knowledge, no such other action or claim is pending therein; (b) if there is such other pending action or claim, a complete statement of the present status thereof; and (c) if I should thereafter learn that the same or similar action or claim has been filed or is pending, I shall report that fact within five (5) calendar days therefrom to this Honorable Commission .

**IN WITNESS WHEREOF**, I have hereunto affixed my signature this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
Affiant  
(Signature over Printed Name)

**SUBSCRIBED AND SWORN** to before me on this day of \_\_\_\_\_, affiant exhibiting to me his/her \_\_\_\_\_ I.D. with No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ bearing his/her photo and signature.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
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