

COMPLAINTS AND INVESTIGATION DIVISION

COMPLAINT-AFFIDAVIT REKLAMONG SALAYSAY

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

MGA PAALALA: Ang mga reklamo na hindi kompleto ang nilalaman ay maaaring maging sanhi nang agarang dismissal ng iyong reklamo. Upang maiwasan ito:

1. Always fill out the Complaints-Affidavit Form **legibly, completely and accurately.**

Palaging punan ang Complaints-Affidavit Form nang malinaw, kompleto at tama.

2. Do not forget to **attach all your evidence/proof** to support your complaint.

Huwag kalimutang ilakip ang lahat ng inyong ebidensya/patunay upang suportahan ang inyong reklamo.

3. Provide us with a **valid government issued I.D.** List of accepted government issued ID, among others:

Bigyan kami ng valid na government issued I.D. Listahan ng mga tinatanggap na government-issued ID: 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 (Full Address see Complaint-Affidavit Form), E-mail address, Contact number, ID information.

PABATID SA PRIVACY: Kinokolekta namin ang sumusunod na personal na impormasyon mula sa inyo kapag mano-mano o elektronikong isinumite mo sa amin ang inyong reklamo: Buong Pangalan, Address ng Bahay (Buong Address tingnan ang CAF Form), E-mail address, Contact number, impormasyon ng ID.

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

PAGGAMIT: Ang nakolektang personal na impormasyon ay gagamitin lamang para sa dokumentasyon at pagproseso ng inyong reklamo sa loob ng NPC at, kung

kinakailangan, pag-endorso sa ibang ahensya ng gobyerno na may hurisdiksiyon sa paksa ng iyong reklamo.

PROTECTION MEASURES: Only authorized NPC personnel have 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.

HAKBANG PARA SA PROTEKSYON NG PERSONAL DATA: Tanging mga awtorisadong kawani ng NPC lamang ang may akses sa personal na impormasyong ito, at ang pagpapalitan nito ay gagawin sa pamamagitan ng email at hard copy. Pananatilihin ng NPC ang personal data hangga't kinakailangan para sa katuparan ng layunin nito.

I. COMPLAINANT INFORMATION <i>Impormasyon ng nagrereklamo</i>			
Name: <i>Pangalan:</i>			
Complete Address: <i>Kumpletong Tirahan:</i>	<i>Unit/Room/Floor/Bldg. No.</i>		<i>Building Name/Tower</i>
	<i>Lot/Block/Phase/House No.</i>		<i>Street Name</i>
	<i>Subdivision/Village/Zone, Barangay</i>		
	<i>Town/District</i>		
	<i>Municipality/City</i>		<i>Province</i>
	<i>Zip Code</i>		
Active E-mail address: <i>Aktibong E-mail address:</i>			
Contact number:			
	Female <i>Babae</i>		Male <i>Lalaki</i>
II. RESPONDENT INFORMATION <i>Impormasyon ng inirereklamo</i>			
Name: <i>Pangalan:</i>			
Complete Address: <i>Kumpletong Tirahan:</i>	<i>Unit/Room/Floor/Bldg. No.</i>		<i>Building Name/Tower</i>
	<i>Lot/Block/Phase/House No.</i>		<i>Street Name</i>
	<i>Subdivision/Village/Zone, Barangay</i>		

	Town/District	
	Municipality/City	Province
	Zip Code	
Active E-mail address: <i>Aktibong E-mail address:</i>		
Contact number:		
	Female <i>Babae</i>	Male <i>Lalaki</i>

III. ALLEGATIONS: Personal information that respondent has processed: (List the personal information processed. Examples of personal information: name, age, address, marital status, email address)
MGA PARATANG: Personal na impormasyon na naproseso ng inirereklamo: (Ilista ang personal na impormasyong naproseso. Mga halimbawa ng personal na impormasyon: pangalan, edad, tirahan, marital status, email address)

1.

2.

3.

4.

5.

IV. EXHAUSTION OF REMEDIES: (Tick one box)
Mga Remedyong isinagawa: (Lagyan ng tsek ang isang kahon)

☐ Contacted respondent, in writing, to allow respondent to act on the complaint. *Nakipag-ugnayan sa inirereklamo, sa pamamagitan ng pagsulat, upang mabigyan ng pagkakataon ang inirereklamo na aksyunan ang reklamo.*

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

Ilakip bilang mga sumusuportang dokumento, ang anumang sulat o pakikipag-ugnayan sa inirereklamo hinggil sa bagay na inireklamo: (Pakilista at tukuyin nang maayos ang lahat ng mga dokumentong nakalakip).

1.

2.

3.

4.

5.

Did not contact respondent. State reason.
Hindi nakipag-ugnayan sa inirereklamo. Ipahayag ang dahilan kung bakit hind nakipag-ugnayan o ipinaalam sa inirereklamo ang iyong hinaing.

V. DATA PRIVACY VIOLATIONS SUBJECT OF THE COMPLAINT (Tick the box/es that may apply). MGA PAGLABAG SA DATA PRIVACY NA PAKSA NG REKLAMO (Lagyan ng tsek ang kahon na maaaring naaangkop).	
	Sec. 25. Unauthorized Processing <i>Hindi Awtorisadong Pagproseso</i>
	Sec. 26. Access due to Negligence <i>Pag-access Dahil sa Kapabayaang</i>
	Sec. 27. Improper Disposal <i>Hindi Wastong Pagsira o Pagtapon</i>
	Sec. 28. Processing for Unauthorized Purposes <i>Pagproseso Para sa Hindi Awtorisadong Layunin</i>
	Sec. 31. Malicious Disclosure <i>Mapanirang Paglalantad</i>
	Sec. 32. Unauthorized Disclosure <i>Hindi Awtorisadong Paglalantad</i>

Date, Time, and Place of the Incident:

(State the factual background of the case in a clear, concise and chronological manner. Expound on the specific acts¹ or the specific privacy violation allegedly committed by the respondent)

The attached Question and Answer Document is made an integral part of this Complaint-Affidavit.

Ang nakalakip na Dokumentong Tanong at Sagot ay magiging bahagi ng Reklamong Salaysay na ito.

NPC_LEO_CID_CAF-V1.0, R.0, 01 July 2025

VII. EVIDENCE ATTACHED: (Please list and properly identify all the attached documents and evidence in support of your claims).

NAKALAKIP NA MGA PANSUPORTANG DOKUMENTO: (Pakilista at tukuyin nang maayos ang lahat ng mga nakalakip na dokumento at ebidensya na sumusuporta sa inyong mga alegasyon).

IMPORTANT: All evidence submitted must comply with the Rules on Electronic Evidence and other existing rules of procedure. Failure to attach evidence shall cause the outright dismissal of the complaint (NPC Circular 2021-01, Rule IV, Sec. 1).

MAHALAGA: Lahat ng ebidensya na inyong isinumite ay dapat sumusunod sa Rules on Electronic Evidence at sa iba pang umiiral na rules of procedure. Ang hindi paglakip ng ebidensya o sumusuportang dokumento ay magdudulot nang agarang dismissal ng reklamo (NPC Circular 2021-01, Rule IV, Sec. 1).

- 1.
- 2.
- 3.
- 4.
- 5.

VIII. 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.

MGA RELIEFS NA GUSTONG MAKUHA: (Lagyan ng tsek ang kahon). Ano ang magreresolba sa reklamong ito para sa iyo? Pumili ng hindi bababa sa isa isa. Maaari ka ring pumili ng kumbinasyon ng mga nakasaad sa pagpipilian.

- ☐ Damages
- ☐ Imposition of Administrative Fines
- ☐ Violation of Section 16 (Data Subject Rights)
- ☐ Violation of Section 11 (General Data Privacy Principles)
- ☐ Others, please specify.

I accomplished and read 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.

Naisagawa at binasa ko ang nakasaad na reklamo, at pinatutunayan ko na ang lahat ng mga paratang na nakapaloob dito ay totoo at tama, batay sa aking personal na kaalaman at sa mga tunay na record.

**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;
Ang mga alegasyon sa complaint na ito ay totoo at tama batay sa aking personal na kaalaman, o batay sa tunay na mga dokumento;
2. The complaint is not filed to harass, cause unnecessary delay, or needlessly increase the cost of litigation;
Ang reklamong ito ay hindi hinahain upang mang-abala, mag-dulot ng lubusang pagkaantala, o taasan ang halaga ng paglilitis nang walang kadahilanan;
3. The factual allegations therein have evidentiary support or, if specifically so identified, will likewise have evidentiary support after a reasonable opportunity for Discovery;
Ang mga makatotohanang alegasyon ay may suportang ebidensya, o kung may iba pang mga alegasyon na maaring matukoy, ito ay may ebidensya na magpapatunay dito pagkatapos ng mabigyan ng pagkakataon ng 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, I shall provide 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.
- Akin ding pinapatunayan na (a) Wala akong kasong isinampa na kaso o inihain na claim na may parehong isyu sa kahit anong korte, tribunal o quasi-judicial agency at, sa abot ng aking kaalaman, wala ring ibang kaso o claim na nakabinbin sa kasalukuyan; (b) kung mayroon mang nakabinbin na kaso o claim sa nasabing korte, tribunal o quasi-judicial agency, ipapapalam ko ang buong estado ng nasabing kaso; at (c) kung malaman ko na mayroong kaparehong kaso o claim na naisampa o nakabinbin, ito ay ipapaalam ko Komisyong ito sa loob ng limang (5) calendar days mula nang aking malaman ang nasabing impormasyon.*

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. _____;
Series of _____.

QUESTION AND ANSWER
TANONG AT SAGOT

This document is executed on _____, at _____, Philippines, which is made an attachment and shall form an integral part of the Complaint-Affidavit for the case entitled and docketed as NPC Case No. _____

Ang dokumentong ito ay isinagawa noong _____, sa _____, Pilipinas, at inilakip bilang bahagi ng Reklamong Salaysay para sa kasong pinamagatang _____, na may docket number NPC Case No. _____.

SECTION 25 - UNAUTHORIZED PROCESSING²
SECTION 25- HINDI AWTORISADONG PAGPROSESO

Elements:

1. The perpetrator processed the information of the data subject;

▪ To whom did you provide the personal data? *Kanino mo ibinigay ang mga datos na apektado sa reklamong ito?*

▪ Is the person who processed your personal data and the person you named as respondent in this complaint one and the same? *Tama ba na ang taong binigyan mo ng datos mo at ang inyong inirereklamo ito ay iisa lamang?*
2. The information processed was personal information or sensitive personal information; and

▪ What are the specific personal data were affected in the alleged incident? *Maaari mo bang sabihin kung ano-ano ang inyong mga datos na naapektuhan ng nasabing insedente?*

² NPC 20-026, JBA v. FNT and NFT, 22 September 2022.

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpapatunay sa mga alegasyon na inyong nasabi?*

3. The processing was done without the consent of the data subject, or without being authorized under the DPA or any existing law.

- Were you informed that your personal data was being processed? *Ipinaliwanag at ipinaalam ba sa'yo na ang datos mo ay gagamitin ng inirereklamo?*

- What was the declared purpose for the processing of your personal data? *Bago mo ibinigay ang inyong mga datos sa PIC, ikaw ba ay nabigyan ng sapat na impormasyon tungkol sa layunin ng pagkolekta o pagproseso ng nasabing datos? Ikaw ba ay nabigyang alam kung paano gagawin ng PIC ang pagproseso ng inyong mga datos? Maaari mo bang sabihin kung ano ang nasabing layunin ng pagproseso ng inyong mga datos?*

- Was your consent obtained by the respondent? *Hiningi ba ng respondent ang inyong pahintulot sa pagproseso ng datos mo?*

- How was your consent obtained by the respondent? *Sa paanong paraan nakuha ang inyong pahintulot?*

- Do you have any document or proof that your consent was obtained? *Mayroon ka bang dokumento o ebidensya na nagpapatunay ng alegasyon mo?*

SECTION 26 – ACCESS DUE TO NEGLIGENCE³
SECTION 26- PAG-ACCESS DAHIL SA KAPABAYAAN

1. There is personal information or sensitive personal information;
 - What are the specific personal data were affected in the alleged incident? *Maaari mo bang sabihin kung ano-ano ang inyong mga datos ang naapektuhan ng nasabing insidente?*
- ---

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpapatunay sa mga alegasyon na inyong nasabi?*

³ CRD v. Lazada Philippines, NPC 20-341, 08 February 2024.

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URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. +632 5322 1322

2. The personal or sensitive personal information was accessed;

- Why did you file this complaint? *Ano ang dahilan ng inyong paghain ng complaint na ito?*

- How did you come to know that your personal data was affected by the incident? *Paano mo nalaman na naapektuhan ang datos mo sa nasabing insidente?*

- Did you contact the respondent regarding the alleged incident? *Ikaw ba ay Nakipag-ugnayan ka ba sa inirereklamo tungkol sa insidenteng ito?*

- What information was offered by the respondent regarding the incident that affected your personal data? *Anong impormasyon ang ibinigay ng inirereklamo hinggil sa insidenteng nakaapekto sa inyong personal na datos?*

3. The access was not authorized under the DPA or any existing law; and
- Did you consent to or authorize any person or entity to access your personal data? *Binigyan mo ba ng awtoridad or pahintulot na makuha o magamit ng kahit sinong tao or entity ang datos mo?*
- ---

- (Other situations may be subject to the appreciation of the Commission)
4. The unauthorized access was due to gross negligence
- (Subject to the appreciation of the Commission)

SECTION 27 - IMPROPER DISPOSAL⁴
SECTION 27- HINDI WASTONG PAGSIRA O PAGTAPON

Elements:

1. **The accused knowingly or negligently disposed, discarded or abandoned the information of the data subject:**
- How did you discover that your personal information was disposed, discarded or abandoned by the personal information controller (PIC)? *Maaari mo bang sabihin kung paano mo nalaman na ang inyong datos ay tinapon or basta na lang iniwan ng PIC?*
- ---

- Can you provide details of the circumstances leading to and up until the discovery of the alleged actions of the PIC? *Maaari mo bang sabihin ang mga detalye ng mga pangyayari bago at pagkatapos mo nalaman na ang datos mo ay apektado sa insidenteng diumano ay ginawa ng PIC?*
- ---

⁴ Section 27, Data Privacy Act of 2012.

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URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. +632 5322 1322

- What was the condition of the personal information at the time of discovery of the incident? *Maaari niyo ba ilarawan kung ano ang kundisyon o kalagayan ng inyong datos noong panahon ng nasabing insidente?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpaptunay sa mga paratang na inyong nasabi?*

2. **The information disposed was personal or sensitive personal information:** *Ang itinapong impormasyon ay personal na impormasyon o sensitibong personal na impormasyon:*

- What are the specific personal data that were affected in the alleged incident? *Maaari mo bang sabihin kung ano-ano ang iyong mga personal na datos ang naapetuhan ng nasabing insedente?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpaptunay sa mga alegasyon na inyong nasabi?*

3. **The area of disposal was accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.** *Ang lugar ng pagtatapon ay naa-access ng publiko o inilagay ang personal na impormasyon ng isang indibidwal sa lalagyan ng basura para sa koleksyon.*

- Where were the documents discovered which contained your personal data? *Saan natagpuan ang mga dokumento na naglalaman ng iyon datos?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpapatunay sa mga alegasyon o paratang na inyong nasabi?*

SECTION 28 - PROCESSING FOR UNAUTHORIZED PURPOSES⁵

Elements:

1. **A person processed information of the data subject;**

a. English

- To whom did you provide the personal data? *Kanino mo ibinigay ang mga datos na apektado sa reklamong ito?*

⁵ NPC 21-167, MAF v. Shopee Philippines, Inc., 22 September 2022.

- Is the person who processed your personal data and the person you named as respondent in this complaint one and the same? *Tama ba na ang taong binigyan mo ng datos mo at ang inyong inirereklamo ito ay iisa lamang?*

2. The information processed is classified as personal or sensitive personal information;

- What are the specific personal data were affected in the alleged incident? *Maaari mo bang sabihin kung ano-ano ang inyong mga datos ang naapektuhan ng nasabing insedente?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpapatunay sa mga alegasyon na inyong nasabi?*

3. The person processing the personal information obtained the consent of the data subject or is granted authority under the DPA or existing laws; and

- Did you willingly and knowingly provide your personal data to the PIC? *Kusang loob at may buong kaalaman mo bang ibinigay ang datos mo sa PIC?*

- What was the specific purpose declared by the respondent for the processing of your personal data? *Ipinaalam ba sa'yo ng respondent kung ano ang tiyak layunin sa pag proseso ng inyong datos?*

- Prior to providing your personal data to the PIC, did you knowingly, and willingly give your consent to the processing of your personal data? *Ikaw ba ay nagbigay ng pahintulot upang iproseso ng PIC ang inyong mga datos?*

- Did you read, understand and subsequently execute any consent form or other document signifying your agreement to said processing? *Ikaw ba ay may pinirmahang dokumento o kasulatan na nagsasabi o nagpapakita na ikaw nagbigay pahintulot sa pagproseso ng inyong mga datos?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang ebidensya o katibayan para suportahan ang mga alegasyon na ito?*

4. The processing of personal or sensitive personal information is for a purpose that is neither covered by the authority given by the data subject and could not have reasonably foreseen by the data subject, nor otherwise authorized by the DPA or existing laws.

- At the time when you provided your personal data to the PIC, were you sufficiently informed of the purpose for its collection? *Bago mo ibinigay ang inyong mga datos sa PIC, ikaw ba ay nabigyan ng sapat na impormasyon tungkol sa layunin ng pagkolekta o pagproseso ng nasabing datos?*

- Were you also informed of how your personal data was to be used or processed? *Ikaw ba ay nabigyang alam kung paano gagawin ng PIC ang pagproseso ng inyong mga datos?*

- What was the purpose/s declared for the processing of your personal data? *Maaari mo bang sabihin kung ano ang nasabing layunin ng pagproseso ng inyong mga datos?*

- How did the PIC go beyond the purpose for which it processed your personal data? *Noong ibinigay mo ang inyong mga datos kasabay ng inyong pahintulot sa pagproseso sa mga ito, inaasahan mo rin ba na gagamitin ang mga datos na ito para sa ibang layunin?*

▪ Did you expect that your personal data would be processd for a different purpose not disclosed to you? *Maaari mo bang ilahad kung paano lumampas sa orihinal na layunin ng pagproseso ng inyong mga datos?*

SECTION 31 - MALICIOUS DISCLOSURE⁶

Elements:

1. The perpetrator is a personal information controller or personal information processor or any of its officials, employees, or agents;

▪ To whom did you provide the personal data? *Kanino mo ibinigay ang mga datos na apektado sa reklamong ito?*

▪ Is the person who processed your personal data and the person you named as respondent in this complaint one and the same? *Tama ba na ang taong binigyan mo ng datos mo at ang inyong inirereklamo ito ay iisa lamang?*

2. The perpetrator disclosed personal or sensitive personal information;

a. English

⁶ NPC 21-010 to 21-015, Banal, et. al. v. Lee, 03 February 2022.

- What are the specific personal data were affected in the alleged incident? *Maaari mo bang sabihin kung ano-ano ang inyong mga datos ang naapektuhan ng nasabing insedente?*

- What are the specific personal data that were disclosed? *Ano-anong datos ang inilabas, isiniwalat, o ipinagkalat?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpapatunay sa mga alegasyon na inyong nasabi?*

3. The disclosure was made with malice or in bad faith; and

- Please specify how the respondent maliciously disclosed your personal or sensitive personal information? *Maaari mo bang isalaysay kung papaano ginawa ang mapanirang pagsisiwalat, paglalantad, o pagkakakalat ng inyong mga datos?*

- What are the circumstances leading to the alleged disclosure of your personal data? *Maaari mo bang isalaysay ang mga nangyari na*

nagresulta sa pagsisiwalat, paglalantad, o pagkakakalat ng inyong mga datos?

- Do you have any proof to substantiate these allegations? *Mayroon ka bang ebidensya, patunay, o katibayan para suportahan ang mga alegasyon na ito?*

4. The disclosed information relates to unwarranted or false information.

a. English

- How did the respondent use your personal data? *Paano ginamit ng respondent ang personal na impormasyon mo?*

- Do you have any proof that the disclosed information relates to unwarranted or false information? *Mayroon ka bang ebidensya na ang mga datos na ginamit at inilabas ay malisyoso o mapanira?*

SECTION 32 – UNAUTHORIZED DISCLOSURE⁷

⁷ NPC 21-058, CCT v. MTS, 04 August 2022.

Elements:

1. The perpetrator is a personal information controller or processor;

- a. English
- To whom did you provide the personal data? *Kanino mo ibinigay ang mga datos na apektado sa reklamong ito?*
- _____
- _____
- _____
- _____
- _____
-
- Is the person who processed your personal data and the person you named as respondent in this complaint one and the same? *Tama ba na ang taong binigyan mo ng datos mo at ang inyong inirereklamo ito ay iisa lamang?*
- _____
- _____
- _____
- _____
- _____

2. The perpetrator disclosed information;

- What are the specific personal data were affected in the alleged incident? *Maaari mo bang sabihin kung ano-ano ang inyong mga datos ang naapektuhan ng nasabing insidente?*
- _____
- _____
- _____
- _____
- _____
-
- Was your personal data disclosed to a third person? *Maaari mo bang sabihin kung sa paanong paraan ibinigay o ipinaalam ang inyong personal na datos?*
- _____
- _____
- _____
- _____

-
- Do you have any proof to substantiate these allegations? *Mayroon ka bang katibayan o ebidensya na magpapatunay sa mga alegasyon na inyong nasabi?*

3. The information relates to personal or sensitive personal information;

- Did you willingly and knowingly provide your personal data to the PIC? *Kusang loob at may buong kaalaman mo bang ibinigay ang inyong personal na datos mo sa PIC?*

- Prior to providing your personal data to the PIC, did you knowingly, and willingly give your consent to the processing of your personal data? *Ikaw ba ay nagbigay ng pahintulot upang iproseso ng PIC ang inyong mga datos?*

- Did you read, understand and subsequently execute any consent form or other document signifying your agreement to said processing? *Ikaw ba ay may pinirmahang dokumento o kasulatan na nagsasabi o nagpapakita na ikaw nagbigay pahintulot sa pagproseso ng inyong mga datos?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang ebidensya o katibayan para suportahan ang mga alegasyon na ito?*

4. The perpetrator disclosed the personal or sensitive personal information to a third party;

- At the time when you provided your personal data to the PIC, were you sufficiently informed of the purpose for its collection? *Bago mo ibinigay ang inyong mga datos sa PIC, ikaw ba ay nabigyan ng sapat na impormasyon tungkol sa layunin ng pagkolekta o pagproseso ng nasabing datos?*

- Were you also informed of how you your personal data was to be used or processed? *Ikaw ba ay nabigyang alam kung paano gagawin ng PIC ang pagproseso ng inyong mga datos?*

- What was the purpose/s declared for the processing of your personal data? *Maaari mo bang sabihin kung ano ang nasabing layunin ng pagproseso ng inyong mga datos?*

- How did the PIC go beyond the purpose for which it processed your personal data? *Noong ibinigay mo ang inyong mga datos kasabay ng inyong pahintulot sa pagproseso sa mga ito, inasahan mo rin ba na gagamitin ang mga datos na ito para sa ibang layunin?*

- Did you expect that your personal data would be processd for a different purpose not disclosed to you? *Maaari mo bang ilahad kung paano lumampas sa orihinal na layunin ng pagproseso ng inyong mga datos?*

5. The disclosure was without any of the lawful basis for processing, consent or otherwise, under Sections 12 and 13 of the DPA; and

- Did you willingly and knowingly provide your personal data to the PIC? *Kusang loob mo bang ibinigay ang datos mo sa PIC?*

- Prior to providing your personal data to the PIC, did the respondent inform you the purpose for the processing, or did you knowingly, and willingly give your consent to the processing of your personal data? *Ikaw ba ay binigyan ng impormasyon ukol sa layunin ng pagproseso ng inyong datos, o kaya naman nagbigay ka ng pahintulot upang iproseso ng PIC ang iyong mga datos?*

- Did you read, understand and subsequently execute any consent form or other document signifying your agreement to said processing? *Kung ikaw ay nagbigay ng inyong pahintulot, sa paanong paraan mo ito binigay sa respondent?*

- Do you have any proof to substantiate these allegations? *Mayroon ka bang ebidensya o katibayan para suportahan ang mga alegasyon na ito?*

6. The disclosure is neither malicious, nor done in bad faith and the information disclosed is not warranted or false information.

- How did the respondent use your personal data? *Paano ginamit ng respondent ang personal na impormasyon mo?*

- Do you have any proof that the disclosed information relates to unwarranted or false information? *Mayroon ka bang ebidensya na ang mga datos na ginamit at inilabas ay malisyoso?*

Name of Complainant
(*Pangalan ng Nagrereklamo*)
(Signature over Printed Name)
(*Lagda sa ibabaw ng Naka-print na Pangalan*)