

PERSONAL DATA COMPLAINT & ACTION FORM

Case Reference No.:
(Case no. will be assigned by Lloyd McGill)

PART A

If you wish to lodge a complaint with the Lloyd McGill Pte Ltd, ("Lloyd McGill") in relation to its handling of your personal data, please provide us with the following information:

1. Who do you want to complain about?

Please tell us the details of the person you have been in contact with.

Contact Name : _____ Tel. No / HP : _____
Email : _____ Website: _____

2. Your relationship with Lloyd McGill

Please tell us the nature of your relationship with Lloyd McGill, tick one of these.

- Current staff Customer Recent training participant
 Former staff Vendor Former training participant
 Job application Others, please specify: _____

3. What is your complaint?

Explain why you think Lloyd McGill has not complied with the requirements of the Personal Data Protection Act 2012 (Act 26 of 2012) ("PDPA").

4. Supporting Evidence

Please select the documents(s) you will be sending to us:

- Evidence of the personal data (if any) which you think has not been handled in accordance with the PDPA;
 Details about how the personal data has not been handled in accordance with the PDPA;
 Copies or a record of any communication between yourself and Lloyd McGill relating to the complaint

5. When were you aware of the problem?

Date	
Circumstances when you were aware of the problem	

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6. Your contact details

Name : _____ Tel. No / HP : _____
Email : _____ Address : _____

If you are filling in this form on behalf of the complainant, please send us any documentation proving that you have the authority to act on behalf of the complainant.

7. Declaration

Please read the following statements and tick the relevant box to confirm your consent:

- I have included all the necessary documents to support my complaint.
- I understand that during any necessary investigations, Lloyd McGill may need to share the details, I have provided in order to investigate.
- The information I have provided in this complaint is true, complete and accurate, to the best of my knowledge.
- I have read and agreed to this declaration.

Name: _____ Signature: _____ Date: _____

Note:

1. The information submitted to us in this form is necessary for processing your complaint and any inaccuracies, errors or omissions in the personal data submitted may result in delays in processing the request and/or our inability to process your request.
2. You can also send your complaint to the Data Protection Officer at enquiry@lloydmcgill.com
3. Lloyd McGill will investigate and response to you within 30 days upon received of your complaint.

PART B

For Lloyd McGill Use Only:			
Received by:		Date Received:	
Acknowledgement email sent by:		Date Sent:	
Investigation Result:			
Action Taken:			
Responded to complainant by:		Date Responded:	