



DATA PROTECTION OFFICE

CONTACT FORM

INSTRUCTIONS:

1. Supply only complete, true, and correct information.
2. Attach supporting documents, if necessary and/or available.
3. This form should be sent to privacy@sprout.ph. After sending, please call +63-2-485-8338 local 2466 to advise that the form has been sent. You may also call this number if you require immediate assistance with your privacy concerns.

Name: _____ **Date (dd/mm/yyyy):** _____

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

Date & Time of Incident: _____

Personal Data Involved: _____

Number of Persons Affected: _____

Office/Unit or Person/s Involved: _____

Details (attach additional pages if necessary):

By ticking this checkbox, I hereby signify my consent in the collection, use, disclosure, retention, and disposal of my information.

PRIVACY NOTICE: Any or all personal information you provided will be used to process your communication and for verification and investigation purposes. This includes contacting you should there be a need for clarifications or additional information. Your information shall be kept for a period of one (1) year from the date of submission. Data collected will be kept confidential, unless otherwise required by law. Sprout 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 privacy@sprout.ph. You may lodge this form at privacy@sprout.ph.