

## Complaint Form for Misuse of Personal Data

If you wish to lodge a complaint with St Francis Methodist School in relation to its handling of your personal data, please provide us with the following information:

**1. Who do you want to complain about?**

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**2. What is your relationship with SFMS? (Please Circle one of these)**

<input type="checkbox"/>	Current SFMS Student	<input type="checkbox"/>	Current SFMS Staff	<input type="checkbox"/>	Current SFMS Parent/Guardian
<input type="checkbox"/>	Former SFMS Staff	<input type="checkbox"/>	Former SFMS student	<input type="checkbox"/>	Former SFMS Parent/Guardian
<input type="checkbox"/>	Job applicant	<input type="checkbox"/>	Student Applicant	<input type="checkbox"/>	Vendor
<input type="checkbox"/>	For others, please specify:				

**3. What is your complaint? Explain why you think St Francis Methodist School has not complied with the requirements of the Personal Data Protection Act (Act 26 of 2012) (“PDPA”).**

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**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 St Francis Methodist School relating to the complaint.

**5. When were you aware of the problem? Please tell us the date and circumstances when you were aware of the problem.**

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**6. Your contact details**

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

**Contact Number(s)** : \_\_\_\_\_

**Email Address** : \_\_\_\_\_

**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, St Francis Methodist School may need to share the details, I have provided in order to investigate.
- I have indicated any supporting documents that I do not want SFMS to share.
- The information I have provided in this complaint is true, complete and accurate, to the best of my knowledge.
- I have read and agree to this declaration.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:**

1. The information submitted by you 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. Please send your complaint to the Data Protection Officer at [askdpo@sfms.edu.sg](mailto:askdpo@sfms.edu.sg)