



# ST. JOSEPH'S INSTITUTION INTERNATIONAL

## Complaint Form for Misuse of Personal Data

If you wish to lodge a complaint with St Joseph's Institution International Ltd ("SJI International") in relation to its handling of your personal data, please provide us with the following information:

### 1. Who is the subject of your complaint?

- St. Joseph's Institution International Ltd
- St. Joseph's Institution International Elementary School Ltd
- St. Joseph's Institution International Preschool Ltd
- Others, please specify: \_\_\_\_\_

### 2. What is your relationship with SJI International? (Please tick one of these)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Staff                         | <input type="checkbox"/> Student           | <input type="checkbox"/> Parent of Student  |
| <input type="checkbox"/> Former Staff                  | <input type="checkbox"/> Alumni            | <input type="checkbox"/> Parent of Former Student                                 |
| <input type="checkbox"/> Job Applicant                 | <input type="checkbox"/> Student Applicant | <input type="checkbox"/> Vendor ( <i>Please specify your company name below</i> ) |
| <input type="checkbox"/> Others, please specify: _____ |  |   |

### 3. What is the nature of your complaint? Please provide an explanation of why you believe that SJI International has not adhered to the stipulations outlined in the Personal Data Protection Act (Act 26 of 2012) ("PDPA")

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#### 4. Supporting evidence

Please specify the document(s) you intend to send to us:

- Evidence of personal data (if applicable) that you believe has not been managed in compliance with the PDPA;
- Details regarding how the personal data has been mishandled in contravention of the PDPA;
- Copies or a record of any communication exchanged between you and SJI International pertaining to the complaint
- Others, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 5. When did you become aware of the issue?

<b>Date</b>	
<b>Please outline the circumstances under which you became aware of the issue.</b>	

#### 6. Your contact details

<b>Name</b>		<b>Email Address</b>	
<b>Contact Number(s)</b>		<b>Address</b>	

If you are completing this form on behalf of the complainant, please provide us with any documentation that verifies your authority to act on their behalf.

## 7. Declaration

Kindly review the statements below and check the appropriate box to indicate your consent.

- I have enclosed all the required documents to substantiate my complaint.
- I acknowledge that, if investigations are deemed necessary, SJI International may need to share the information I have provided in order to conduct the investigation.
- I confirm that the information I've included in this complaint is accurate, complete, and true to the best of my knowledge.
- I have read and consented to this declaration.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Note:

1. The information provided through this form is essential for the processing of your complaint. Any inaccuracies, errors, or omissions in the submitted personal data might lead to processing delays or the inability to address your request.
2. You also have the option to send your complaint directly to the Data Protection Officer at [SJII DPO@sj-international.com.sg](mailto:SJI_DPO@sj-international.com.sg).

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### **For Office Use Only**

#### A. Type of Complaint Received (Please select one of the following options)

- Unlawful Processing of Personal Data       Misuse of Personal Data
- Unauthorised access to Personal Data       Loss of Personal Data
- Others, please specify: \_\_\_\_\_

#### B. Identified Key Witness(es) (in case of litigation or regulatory proceedings, if applicable)

S/No.	Witness Name	Company	Contact Number

**C. List of Vendor(s) to be consulted regarding the current breach**

S/No.	Company Name	Contact Person	Contact Number	Remarks

**D. Reporting the Incident**

Affected Parties	Reported to	Reported by	Reported Medium	Date and Time
Personal Data Protection Commission (PDPC)				
<b>Stakeholders</b>				
1.				
2.				
3.				

**E. Data Breach Management Response Plan**

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