

ONLINE PRIVACY COMPLAINT FORM

TESDA complies with Data Protection Act of 2012. This privacy law regulate how personal information is handled throughout its lifecycle, from collection to use and disclosure, storage, accessibility and disposal.

Complaint should be made within 6 months from the time you became aware of the alleged breach.

You can lodge a complaint about an alleged breach of your privacy by using the online form below.

For your privacy and security, we use end-to-end encryption to securely transmit your submission to us. Nothing you enter is stored on our website which also means that you cannot save as you go, for example to resume later. After you have submitted the form, you will be able to print an onscreen confirmation of what you submitted, for your records.

We recommend that you only lodge your complaint from a trusted computer such as your own. For your privacy and security, we do not recommend you use a public computer (e.g. from an internet cafe) or your employer's computer, or lodge it using public wi-fi.

If you want to be certain that a breach has been committed before filing a complaint, kindly send us an inquiry using the online Data Privacy Inquiry Form. If you need any help, call our inquiries line (8893-8281 loc. 414, 8:00am-5:0pm).

We will use the information you submit to investigate your complaint. If you wish to access or correct this information, please let us know.

If you have a concern or complaint about the handling of your personal information, please complete this complaint form and send to dpo@tesda.gov.ph.

Collection, Use and Disclosure of your Personal Information

In the course of submitting this form, you are providing personal information. Your personal information will be managed in accordance with the TESDA Data Privacy Manual.

- To make a complaint, we require your name and a method of contacting you (preferably an email address or postal address).
- Your personal information is collected on this form to assist the TESDA' Office of the Data Protection Officer (DPO) to respond to your concerns.
- You are welcome to contact the office of the DPO anonymously to make an inquiry or discuss privacy issues. However, if you do not wish to provide your personal information, the DPO office may be limited in the assistance it is able to provide to you.
- Details of the complaint may be conveyed to the individuals named in the complaint, so that the substance of the complaint can be appropriately investigated. Details may also be disclosed to other parties who may have information relevant to the complaint and its investigation.
- You may gain access to a copy of your personal information by making a request.

YOUR COMPLAINT

SECTION 1 – YOUR CONTACT DETAILS				
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
	<input type="checkbox"/> Other, please specify			
Full Name:				
Postal Address: (if applicable)				
Email:				
Phone: (if applicable)				
Preferred method of contact:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email	<input type="checkbox"/> Mail
SECTION 2 – COMPLAINT DETAILS - The clearer your explanation is, the more easily we will be able to assist you. Please feel free to attach additional information.				
Date issue occurred	/ /	Date you became aware of the issue	/ /	
Personal information involved				
<input type="checkbox"/> Name	<input type="checkbox"/> Email Address	<input type="checkbox"/> Username		
<input type="checkbox"/> ID Number	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Home Address		
<input type="checkbox"/> Date of Birth				
<input type="checkbox"/> Other, please specify				
Sensitive Information involved				
<input type="checkbox"/> Racial or Ethnic Origin	<input type="checkbox"/> Political Opinions	<input type="checkbox"/> Membership of a political association		
<input type="checkbox"/> Religious beliefs or affiliations	<input type="checkbox"/> Philosophical beliefs	<input type="checkbox"/> Membership of a professional or trade association		
<input type="checkbox"/> Membership of a trade union	<input type="checkbox"/> Sexual preferences or practices	<input type="checkbox"/> Criminal record		
In what way was your privacy compromised?				

Describe accurately the details of your complaint.	
Who was involved? (include names of individuals involved if known)	
How did you become aware of the issue?	
Other	
SECTION 3 – Supporting Information	
Attach copies of any supporting documents relative to your complaint.	
SECTION 4 – What Resolution are you Seeking?	
SECTION 5 – Sign and Date	
Your signature	Date

Return your completed form to

Email: dpo@tesda.gov.ph

We will acknowledge receipt of your complaint. You do not need to do anything further until the DPO contacts you.