

## PERSONAL DATA COMPLAINT & ACTION FORM

Case Reference No.: YYYY/MM/CRNXXXX  
*(Case no. will be assigned by the Company)*

If you wish to lodge a complaint in relation to our handling of your personal data, please provide us with the following information and send the completed form to our DPO at [dpo@sasco.org.sg](mailto:dpo@sasco.org.sg). We will investigate and update you of the status and decision within 30 Calendar days from the date we have received the completed form.

**1. Your current relationship with SASCO Senior Citizens' Home**

Please tell us the nature of your relationship with us, tick one of the following.

- Current staff / Volunteer       Donor / Individual  
 Former staff / Volunteer       Client / Client's Next-of-Kin  
 Job Applicant       Others; Please specify: \_\_\_\_\_

**2. What is your complaint or objection?**

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To enable us to quickly and efficiently respond to your complaint, you may send us any record of communication between yourself and SASCO Senior Citizens' Home relating to the complaint, or screenshot of improper handling of your personal data.

**3. Your contact details**

Name : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ Email : \_\_\_\_\_

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

**4. Declaration**

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.	
Name & Signature	Date