

Complaint Form for Misuse of Personal Data

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

1) Who/what do you want to complain about?

2) What is your relationship with InVivos? (Please Tick one of these)

☐ Current staff
☐ Ex staff
☐ Vendor
☐ Customer
☐ Others (explain your relationship with Invivos):

3) Please provide details of your complaint? Explain why you think InVivos has not complied with the requirements of the Personal Data Protection Act

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 records of any communication between yourself and InVivos relating to the complain

5) When were you aware of the breach? Please tell us the details of the breach:

6) **Your contact details:**

Name: _____

Email 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, InVivos may need to share the details I have provided in order to investigate.
- ☐ I have indicated any supporting documents that I do not want InVivos 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.

Name & 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 return the completed form to the Data Protection Officer:

Email: dpo@invivos.com.sg