

## How may we help you?

This is the official contact form of the University's Data Protection Office. Please let us know your concerns by accomplishing this form.

Name:  Date:

Are you a/an:  Student  Employee  Parent/Guardian  others, please specify

**What action do you wish to make?** (Click on the boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> Inquiry                     | <input type="checkbox"/> Document Review         |
| <input type="checkbox"/> Complaint                   | <input type="checkbox"/> Invitation/Notification |
| <input type="checkbox"/> Incident Report             | <input type="checkbox"/> Advisory Opinion        |
| <input type="checkbox"/> Others <input type="text"/> |  |

**Kindly provide us your email address or contact number where we can send you our feedback.**

Email Address:  Contact Number:

**If you want to report a breach incident, we need you to provide us with the following information:**

Date and Time of Incident (if known):

Number of persons affected:

**Should you want to make a complaint, kindly give us the following details below:**

Personal Data Involved:

Office/Department/Person Involved:

**Express your concern here** (You may attach additional pages and/or supporting documents if necessary)

**Documents attached:**

**Note:** Please provide only **complete, true, and correct** information. The Data Protection Office shall rightfully refuse to process or dismiss any inquiry/complaint/incident report found to be based on false statements or inaccurate information.

**PRIVACY NOTICE**

The personal data you have provided in this Contact Form will only be used to process your concern, for communication in case the need for clarifications or additional information arises, and other related purposes. Data collected will be kept secure and confidential, and shall be promptly disposed of as soon as the purpose has been fulfilled. We value your rights as our data subjects. Should you wish to exercise any of your rights in relation to the processing of your personal data, you may contact us at [dpo@uv.edu.ph](mailto:dpo@uv.edu.ph)



