



Data Subject Access, Alteration, and/or Complaint Form

This form should be completed if you are requesting access and/or alteration to your personal information held by the PPP Center under the Data Privacy Act of 2012. The information requested will enable us to confirm the identity of the person making the request and find any data held about you.

Section 1 – Contact Details [Requester]:

Name	
Address	
Telephone Number	
Email address	

If you may have been known to us by a different name, or at a different address, please provide these details together with the dates to which these details may apply below:

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Are you the Data Subject (i.e. the person whose Personal Data is being requested)?

Yes		CWD is required to ensure that the information it processes is secure. We can only release data if we are satisfied that you are entitled to that information. To ensure we can confirm your identity please provide us with a copy of one (1) government-issued identification card (e.g. driver's license, passport, PRC license, etc.)
No		<p>Are you acting on behalf of the Data Subject with their express permission, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. Please also enclose proof of the Data Subject's as described above.</p> <p>Please ensure you complete sections 2 of this form</p>

Is the Data Subject a current or former employee of the CWD? If yes, please provide details:

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Section 2 – Details of the Data Subject (if different to those provided in Section 1 above):

Name	
Address	
Telephone Number	
Email address	

Legal status in relation to the Data Subject (if you are not the Data Subject, please briefly describe briefly describe your relationship with them (e.g. legal advisor, insurer, spouse, parent, etc.) and explain why you are making this information access request on their behalf. This should be supported by an appropriate letter of consent from the Data Subject where this is possible)



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
(LWUA CCC NO. 561)
ISO CERTIFICATE NO. 80132/A/0001/UK/En
Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay
City of Carmona, Cavite
Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705
Email Add. : carmonawd@yahoo.com



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Section 3 – Help us find your information

If you only require CCTV images, please tick here:	
If you are requesting CCTV please include as much detail as possible as applicable.	

Section 4 – Information to access and/or alter:

The Data Privacy allows CWD to request you to supply the information it reasonably requires to process your application. To help us with our search, please try to specify in the section below, the information you desire to access and/or alter. If you wish to see and modify only certain specific document(s), for example a particular report, a specific departmental file, etc., please describe these below: *(Please continue on a separate sheet if necessary)*

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Section 5 – Complaint

The Data Privacy Act allows CWD to request you to supply the information it reasonably requires to process your complaint. Please provide us with the specific details of your complaint. *(Please continue on a separate sheet if necessary)*

Section 6 – Declaration

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for the CWD to confirm my identity (or that of the Data Subject) and/or locate relevant personal information.

Section 7 – Submitting your request:

Once complete, please file with the DPO three (3) printed copies of the signed enclosed in a sealed and labeled envelope (whether Access, Alteration, and/or Complaint), or send in portable document format (PDF) to dataprotection@carmonawd.gov.ph.

Kindly address it to:

Data Protection Officer
Carmona Water District
Blk 8 Lot 8 Joy St., Cityland Subdivision, Brgy. Mabuhay,
City of Carmona, Cavite
CWD at (046) 430-0832 loc. 110 or via email at dataprotection@carmonawd.gov.ph