

บริษัท โอแมค จำกัด

OMAC LIMITED

Complaint Form for Personal Data Leak/Infringement

Written at _____

Date _____

Basic information

informant

data subject

Purpose

company employee

appeal

Other (specify)

receive a complaint

Information owner details that have been violated

Name-Surname _____ Address _____

Tel. _____ Email : _____

Types of personal data that have been misused

General information such as name-surname, address, telephone number, date of birth, education, ID card number Passport number, etc.

Sensitive information such as race, nationality, blood type, health, criminal history, etc.

financial information

Information about the owner's family

Documents issued by Omac Company Limited

Others (Specify) _____

Incident details (date, time, place, and infringement incident)

Date _____ Time _____ incidence _____

People involved in the incident _____

Sign _____ Complainant / Complaint

Date of reporting to the Personal Data Protection Officer (DPO) _____

Opinion of the Personal Data Protection Officer (DPO) _____

Assign _____ to be responsible for this incident.

Signature of Personal Data Protection Officer (DPO) _____ Date _____

Note: The company reserves the right to ask for information. or retrieve additional documents from the data subject to verify the data ownership situation and consider taking action according to the request However, the complainant may attach documentary evidence as they have to the Company. in order to properly consider such incidents.

Part of the person responsible for this incident

1. Report the nature of the incident

2. Analyze the impact and damage caused

3. Preventive measures and solutions

4. Summary

This report have examined the details of the incident and propose solutions and presented to the Personal Data Protection Officer on _____

Signature _____ Responsible Person
(_____)

Opinion of the Personal Data Protection Officer _____

Opinion of the authorized director _____

Signature _____ Personal Data Protection Officer Date _____
(_____)

Signature _____ Director Date _____
(_____)

Appendix

1. Basic information is the details of the event. (date, time/place and incident of violation)
2. Report the nature of the incident
 - Inquire who is involved in the incident
 - Identify the type or nature of such events that there is a violation of the data retention policy
 - Report the incident to the person concerned In the event that personal information is leaked or has been violated, must consider the duty to notify by law
3. Analyze the impact and damage caused
 - Participate in impact analysis and damage assessment, including the amount that may be sued by the victim or the reputation of the company, etc.
4. Preventive measures and solutions
 - From the incident reporting incident, how is there a way to fix and prevent the incident from happening again?
5. Summary
 - Summarize all the impacts that occur.
 - There is a way to increase security measures to be more tightened.
 - Learn from the incident to reduce future risks. In the event that this kind of event has ever happened

In the past, refer to existing guidelines. If this has never happened, use it as a case study for reference as a guideline for further action and correction.