



PERSONAL DATA PRIVACY COMPLAINT FORM

INSTRUCTIONS

Individuals may submit a complaint to the IMF Data Privacy Function if they believe that the processing of their personal data by the IMF has violated their rights mentioned in the Privacy Notice or any of the terms of the Privacy Notice.

To respond more promptly and precisely to your complaint request, the IMF Data Privacy Function needs certain preliminary information to be provided within the request. Therefore, please complete the form below. All fields in this form are mandatory, as applicable. The information provided in this form will be used for handling your complaint. For further details on how we process personal data, please refer to the IMF's Privacy Notice at <https://www.IMF.org/en/About/privacy-notice>

Please complete this form in English and send it to the IMF Data Privacy Function via email at IMFDataPrivacy@IMF.org or submit it by mail or hand delivery to:

International Monetary Fund
Attention: Data Privacy Function
700 19th Street, N.W.
Washington, DC 20431
United States of America

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	Details to be provided by the Requestor
Full Name	
Email address	
Mailing address <i>(this field is mandatory if you are submitting the form via mail or hand delivery)</i>	
Telephone Number <i>(include country code, e.g., +30 210 123456)</i>	
Nature of relationship or affiliation with the IMF	<input type="checkbox"/> Former IMF Employee <input type="checkbox"/> Job Applicant

(Please indicate your relationship with the IMF by selecting one of the following options)	<input type="checkbox"/> Event Attendee <input type="checkbox"/> Other (please specify):
Explanation of the Complaint (Provide details of your complaint, please be as specific as possible)	What right(s) do you believe have been violated? <input type="checkbox"/> Right to Access <input type="checkbox"/> Right to Rectification <input type="checkbox"/> Right to Objection <input type="checkbox"/> No violation of my rights took place If you selected any of the three rights above, please provide: <ul style="list-style-type: none"> • The reasons why you consider that the IMF violated your rights. • All relevant evidence, where possible.
	Do you believe the IMF violated any terms its Privacy Notice? <input type="checkbox"/> No <input type="checkbox"/> Yes If you replied 'Yes', please include: <ul style="list-style-type: none"> • The reasons why you consider that the IMF has failed to process your personal data in accordance with its Privacy Notice. • All relevant evidence, where possible. When did you become aware of the alleged violation? Please Input Date (Month/Day/Year)

IF THE COMPLAINT IS SUBMITTED BY AN AUTHORIZED REPRESENTATIVE, PLEASE ALSO PROVIDE:

	Details to be provided by the authorised representative
Full Name	
Company, if applicable	

Email address	
Telephone Number (include country code, e.g., +30 210 1234567)	
Capacity in which you are acting on behalf of the complainant (e.g., parent, guardian, lawyer)	

EXPLANATORY NOTES

The complaint process is comprised of three phases:

Phase 1: Submit complaint form to the IMF Data Privacy Function

- Provide your details and details of your authorized representative, if applicable.
- State your complaint.

Time considerations: You will need to submit your complaint within 120 calendar days of the date you become aware of the Data Privacy Function's decision regarding your Access Request, Rectification Request, or Objection, or the IMF's failure to process your Personal Data according to the terms of the Privacy Notice, whichever is earlier.

Phase 2: The IMF Data Privacy Function may ask for additional information to help process your complaint

- The IMF Data Privacy Function may ask you or your authorized representative for supporting documents to verify your identity or authority of the authorized representative (if any).
- The IMF Data Privacy Function may ask for clarification in cases where the complaint seems unclear or unspecific. Please promptly provide additional information requested by the IMF Data Privacy Function to enable the processing of your complaint.

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Phase 3: Processing of complaint and response

- The IMF Data Privacy Function will acknowledge receipt of your complaint and will respond in writing and in English to the complainant or its authorized representative (if any).
- The IMF Data Privacy Function will decide on your complaint, as applicable, within 30 calendar days unless they notify you that they need an additional 30 days due to the complexity of your complaint or overall number of submissions that they are responding to. The written decision of the Data Privacy Function will be sent to you by the same method that you used to make your submission to the Data Privacy Function.
- The IMF Data Privacy Function may refuse complaints as outlined in the Privacy Notice stating the reasons.