

## Complaints Form – Data Protection

### Your Details

Name:

Contact number:

Email Address:

**Please tick one or both of the following boxes as applicable:**

- This complaint relates to the processing of my personal data*
- This complaint relates to the processing of someone else's personal data*

If your complaint relates to the processing of someone else's personal data, please confirm their details below and your relation to the individual (the "data subject").

.....

### Nature of Complaint

Please detail your complaint below with as much reference as possible to the specific issues you are raising – this will allow us to investigate your complaint as thoroughly as possible. Including dates of incidents and communications (if you know them) may also help us expedite our response to your complaint.

Please also use this space to confirm your desired outcome on the matter.

**Evidence to support your complaint**

Please submit any emails, documents or other evidence that you would like to be considered when we investigate your complaint, and/or you feel are relevant to the matter.

**Confirmation**

Signed: .....

Date: .....

**Next Steps**

We will acknowledge your complaint within 30 days, and will provide you with a response without undue delay. Particularly where the issue is more complex and the matter takes time to investigate, we will aim to provide you with updates as to when you can expect to hear back from us.