

Data Protection Complaint Form

This Data Protection Complaint Form is designed to assist you in reporting concerns regarding the misuse, mishandling, or unauthorised processing of your personal data.

Please complete all relevant sections and provide as much information about your complaint as possible. We will ensure that all complaints are managed in strict confidence and compliance with UK legislation

Your details

Name						
Address						
Email						
Contact telephone number(s)						
Preferred method of contact	Email		Post		Telephone	

Details about the Data Protection Breach or Concern

Please provide as much information as possible relating to your complaint, including dates, times and names of individuals involved (if known), and the specific circumstances leading to your complaint.

Reason for your complaint

Please state your relationship to us (e.g., customer, employee, former employee, contractor, service user, etc)

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Have you, or we, taken any steps to try and resolve the issue

Yes		No	
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If yes, please provide details

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Please list any relevant documents or evidence to support your complaint. We may contact you and ask that you send these to us to review as part of our investigation.

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Declaration and consent

By submitting this form, I declare that the information provided is true and correct to the best of my knowledge. I understand that the information provided may be shared with the relevant organisation and regulatory authorities as necessary for the purpose of investigating and resolving my complaint.

Signed

Date

Sworders (Internal use only)

Received by

Passed to

Date
