

Data Protection Complaint Form

1. Your Details

- **Full Name:** _____
- **Address:** _____
- **Email:** _____
- **Phone Number:** _____

2. Organisation You're Complaining About

- **Name of Organisation:** _____
- **Department (if known):** _____

3. Nature of Your Complaint

(Please tick all that apply)

- Unlawful use of my personal data
- Data shared without my consent
- Inaccurate personal data held
- Refusal or delay in responding to my data rights request
- Other (please specify): _____

4. Details of the Incident

(Please describe what happened, including dates, times, and any relevant correspondence)

5. Evidence Provided

(Attach copies of emails, letters, screenshots, or other supporting documents)

6. Desired Outcome

(What would you like the organisation to do to resolve your complaint?)

7. Declaration

I confirm that the information I have provided is accurate to the best of my knowledge.

Signature: _____

Date: _____