

DATA PROTECTION & PRIVACY COMPLAINT FORM

Client Complaint Regarding the Use of Personal Data

This form is for clients who wish to raise a concern or complaint regarding how their personal information has been collected, stored, shared, processed or protected.

Please complete the form below. All complaints will be treated seriously, confidentially and responded to within a reasonable timeframe in accordance with UK GDPR and data protection legislation

- **Client Name**

Full Name:

Date of Birth:

Address:

Telephone number

Email Address:

- **Nature of Your Complaint**

Please describe your concern regarding the handling or use of your personal data.

(for example: access to records, confidentiality concerns, inaccurate information, data sharing, consent, storage, security, deletion requests or communication issues.)

- **Date(s) Relevant to your complaint**

- **How Has This Affected You?**

- **What Outcome Would You Like?**

- **Supporting Information**

Please list or attach any supporting documents or relevant communications

7. Consent to Process Complaint Information

I understand that the information provided in this form will be used for the purpose of investigating and responding to my complaint in accordance with UK GDPR and the Data Protection Act 2018

Signature:

Date:

For Office Use Only

Date Complaint Received:

Received by:

Reference Number:

Action Taken:

Date Responded To Client:

Outcome:

Further Action Required:

Complaint Procedure

Complaints relating to personal data will normally be acknowledged within 7 working days and responded to within one Calander month where possible.

If you remain dissatisfied with the outcome of your complaint, you have the right to contact the Information Commissioners Office (ICO):