

Data Protection Complaint Form

Use of this form

This form is to be used when you wish to make a data protection complaint to the Company. Please refer to our Data Protection Complaints Policy for more information on your right to complain.

Please see page 2 for details on how to return this form.

We will investigate your complaint and inform you of our decision without undue delay.

Please complete the following sections of this form in as much detail as possible to aid the efficient handling of your complaint.

Personal details

Title: Forename(s): Surname:

Home address:

Contact
Phone no:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email address:

Details of complaint

Please use the space below to set out your complaint in as much detail as possible. If appropriate, please include any dates relevant to your complaint and what outcome you are looking for to resolve your complaint.

Data Protection Complaint Form (continued)

Declaration

(please read this carefully before signing)

- I confirm that I am the individual named on this form.
- I have attached evidence with this form which verifies my identity.
- I understand that, if I have not provided such evidence, the Company is under no obligation to respond to my complaint until I have provided that information.

Signed:

Date:

//

DD MM YEAR

Upon completion

Please return the form to Samuel Harper:

samharper@masters-legal.co.uk

We will acknowledge receipt of your complaint within 30 days of receiving it.

Office use only

Date form received:

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DD MM YEAR

Date complaint must be acknowledged by
(within 30 days of receipt):

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DD MM YEAR

Date complaint acknowledged
(attach copy of letter to this form):

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DD MM YEAR

Date complaint outcome provided:

//

DD MM YEAR

Third Floor, 15 Devonshire Square, London EC2M 4YW

☎ 020 7256 3620 ☎ 020 7929 4066/4119 📠 156795 Bishopsgate 5

✉ info@masters-legal.co.uk 🌐 www.masters-legal.co.uk