

## COMPLIANT HANDLING FORM

### Personal Information

#### 1. Are you making a complaint as:

##### A. Data subject:-

FULL NAME:

EMAIL:

CONTACT NUMBER:

Address:

##### B. Legal representative on behalf of a data subject:

Please fill in this section if the complaint is submitted by the legal representative on behalf of the Data Subject

##### DECLARATION

By signing this Form:

I confirm that I am authorised to act on behalf of the Data Subject.

Name: .....

Licence Number: .....

Power of attorney: .....

##### C. Natural person mandated by the data subject:

Please fill in this section if the complaint is submitted by mandated on behalf of the Data Subject

Name: .....

Relationship to the data subject: .....

ID Number: .....

Letter of authorization: .....

#### 2. Have you attempted to contact the organisation/individual to resolve the matter?

YES  NO

If yes or no please specify.....

.....

.....

#### 3. Details of the organisation/individual your complaint refers to:

Name of the organization/individual: .....

Address of the organisation/individual: .....

Telephone number of the organisation/individual: .....

Email address of the organisation/individual: .....

Your relationship with the organisation/individual (if any): .....

## COMPLIANT HANDLING FORM

### 4. Is your complaint about your own personal data?

- Unauthorised disclosure of your personal data Unsolicited direct marketing
- An organisation/individual holds personal data which is inaccurate
- An organisation/individual has failed to respond to a Subject Access Request
- An organisation/individual is not transparent about how they process your personal data
- An organisation/individual has refused to delete information they hold about you
- An organisation/individual has not applied your right to data portability
- An organisation/individual has transferred personal data to third party

### 5. Details of your complaint:

Please explain and provide details of the complaint, in as much detail as possible. In particular, please ensure you identify the specific data protection issues that your complaint intends to raise in order to assist with the Information Commissioner's assessment of your concerns.

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

### For internal use only Complaint received by:

Date of reception: ..... / ..... / .....

Reference number: .....

Department involved: .....

Employee involved: .....

initial response to complaint: Date: ..... / ..... / .....

**SIGNATURE**.....