

Data Protection Complaint Form

This form is intended to help you to submit a data protection complaint in a way that will enable us to investigate and deal with it as quickly as possible. The form is entirely optional and, if you prefer, you can simply write to us or email us with your complaint using the contact details in section 5.

1 About you

*This section should be completed in relation to **the person who is making the complaint**, even if the complaint relates to someone else.*

Your name	<i>Details to be inserted here</i>
Your contact details	<i>Details to be inserted here</i>
Case Reference Number if known/applicable	<i>Details to be inserted here</i>
Your identity information For security reasons, we cannot respond to a complaint unless we have confirmed your identity. Please provide a photograph of a driving licence or passport, plus a utility bill or other proof of address	<i>Please attach or upload your identity documents to this form when returning it to us.</i>

2 Whose personal data does the complaint relate to?

Please provide the following information.

Who are you complaining on behalf of?	<input type="checkbox"/> I am complaining on my own behalf—you can skip the rest of this section and move to section 3 <input type="checkbox"/> I am complaining on behalf of someone else—please complete the rest of this section and then move to section 3
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2.1 If you are complaining on behalf of someone else, please provide the following information about the person on whose behalf you are making this complaint. We will need this information before we can deal with the complaint.

Full name	<i>[Details to be inserted here]</i>
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Address	<i>[Details to be inserted here]</i>
Contact details	<i>[Details to be inserted here]</i>
Case Reference Number if known/applicable	<i>[[Details to be inserted here]]</i>
Date of birth (if under 16)	<i>[Details to be inserted here]</i>
Identity information For security reasons, we cannot respond to your request until we also receive satisfactory confirmation of the identity of the person on whose behalf you are making this complaint. Please provide a copy of their driving licence or passport, plus a utility bill or other proof of their address.	<i>Please attach or upload their identity documents to this form when returning it to us.</i>

- 2.2 Please also provide a copy of your legal authority to make this complaint. This might be a signed letter of authority from the person on whose behalf you are making this complaint, a power of attorney, or confirmation that you are their legal representative.

3 Details of complaint

Please complete this section with details of the complaint. You may wish to attach additional information or documentation.

What is your complaint about?
<p><i>Please tick all that apply:</i></p> <p><input type="checkbox"/> No response to a data subject request</p> <p><input type="checkbox"/> Incomplete response to a data subject access request, ie some of the personal data or information requested is missing</p> <p><input type="checkbox"/> Personal data security breach</p> <p><input type="checkbox"/> Inaccurate personal data</p> <p><input type="checkbox"/> Inappropriate sharing of personal data with a third party</p> <p><input type="checkbox"/> Direct marketing activities</p>

<input type="checkbox"/> Keeping personal data for longer than necessary
<input type="checkbox"/> Using personal data for a different reason than we originally told you
<input type="checkbox"/> Exceeding the scope of your consent
<input type="checkbox"/> Other
Please provide more details of your complaint
<i>Please provide more details here, including any relevant dates.</i>
Proposed remedy (optional)
<i>This section is optional, but if you know what you would like us to do in response to your complaint, please tell us here.</i>

4 Any other information

This section is optional.

Other information (optional)
<i>Please use this section to provide any other information you think is relevant but is not covered elsewhere on this complaints form.</i>

5 Contacting Us

If you wish to submit a complaint without using this form, you can submit your complaint by contacting us on the details below. You can also request a hard copy of this form which can be emailed or posted to us once completed.

Our email address	Risk&ComplianceBirmingham@thompsons.law
Our postal address	Thompsons Solicitors LLP Congress House Great Russell Street London WC1B 3LW
Our phone number	0800 0224 224