DATA PROTECTION COMPLAINT FORM

Compliant with the Data (Use and Access) Act 2025 & UK GDPR

Please use this form if you believe your personal data has been mishandled, processed unlawfully, or if your data privacy rights have not been respected by the organisation.

Once submitted, we will acknowledge receipt of your complaint within **30 calendar days** and aim to provide a full response within **three months**.

---

1. Complainant Details

Full Name	
Email Address	
Telephone Number	
Your Relationship to Us	[ ] Customer [ ] Current Employee / Worker [ ] Former Employee / Worker [ ] Job Applicant / Candidate [ ] Other – Explanation
Staff ID / Candidate Reference *(if applicable & known)*	
Department / Job Role Applied *(if applicable)*	

---

2. Submitting on Behalf of Someone Else?

Complete this section only if you are an authorised third party (e.g., a recruitment agency, trade union representative, or legal counsel) acting on behalf of the individual named above.

Your Representative Name	
Organisation / Relationship to Complainant	
Contact Email & Phone	
Proof of Authorisation Attached?	[ ] Yes *(Please attach a signed letter of authority)* [ ] No

---

3. Details of the Complaint

To help us investigate efficiently, please provide as much specific detail as possible regarding how your personal data was handled.

A. What is the primary nature of your concern? *(Tick all that apply)*

- [ ] **Unauthorised Processing**: Data used without a lawful basis or for reasons not disclosed to me.
- [ ] **Excessive Retention**: Personal data kept longer than necessary or beyond standard policy.
- [ ] **Inaccurate Data**: Incorrect information held about me that has not been rectified.
- [ ] **Data Security/Breach**: Unauthorised access, accidental disclosure, or loss of my data.
- [ ] **Rights Mishandling**: An issue with a Data Subject Access Request (DSAR) or erasure request.
- [ ] **Automated Decision-Making**: Concerns regarding automated recruitment filtering or AI profiling.
- [ ] **Other**: *(Please specify below)*

B. Description of the Incident

Please describe what happened, including any relevant dates, names of individuals involved, and the specific systems, emails, or recruitment portals where the handling occurred:

C. Supporting Evidence

Please list any supporting documents, emails, screenshots, or correspondence you are attaching to this form to assist our investigation:

---

4. Desired Outcome

Please tell us what reasonable steps or remedial actions you believe the organisation should take to resolve your complaint (e.g., correcting specific records, deleting certain files, updating security protocols):

5. Declaration & Signature

By signing or typing your name below, you certify that the information provided in this form is accurate to the best of your knowledge.

- Signature / Typed Name: _____
- Date of Submission: _____

Internal Use Only (To be completed by the Data Compliance Team)

- **Date Form Received:**
- **Unique Case Reference ID:** _____
- **Statutory 30-Day Acknowledgment Deadline:**
- **Target 3-Month Resolution Deadline:**
- **Investigator/s :** _____