

# Data Complaint Form

Please complete this form so that we can review and respond to your complaint.

## 1. Your name and contact details

Full name \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Contact number \_\_\_\_\_

## 2. Preferred method of contact

Please select one:

Email    Post    Phone

## 3. Nature of complaint

Please select the option that best describes your complaint:

Inaccurate data    Data sharing    Unauthorised processing  
 Subject access request delay    Other

If other, please specify: \_\_\_\_\_

## 4. Description of complaint

Please provide details of your complaint, including any relevant dates, communications or reference numbers.

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## 5. Outcome sought

What outcome are you seeking from this complaint?

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## 6. Supporting evidence

Do you wish to submit supporting evidence?

Yes  No

If yes, we will contact you using your preferred method of contact to advise how you may submit the supporting evidence.

## 7. Declaration

Please tick to confirm:

- I confirm that I am the data subject, or that I am authorised by the data subject to submit this complaint.
- I consent to the Gard group processing the personal data set out in this form, and any further supporting evidence provided, for the purpose of handling this complaint.

**Signature**

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**Date**

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