HILL ROBINSON

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 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 is about someone else.

1.1 Your name*

1.2 Your email address*

1.3 Your phone number*

1.4 We will need to verify your identity before sending you the requested information. You should therefore ensure that you are able to provide us with proof of identity, such as a copy of your passport or birth certificate, when we request it. Your personal information submitted in this form will be processed in accordance with the Hill Robinson Privacy Policy.

2. Whose personal data does this complaint relate to?

☐ I am complaining on my own behalf. Please go to Question 3.

☐ I am complaining on behalf of someone else, Please complete the rest of Section 2

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 begin to deal with the complaint.

2.1 Name

2.2 Contact details

2..3 We will need to verify your legal authority to make this complaint. This might be an assigned 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. You should therefore ensure that you are able to provide this to us.

3. Details of complaint

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

Please tick all that apply (at least one must be ticked):

- ☐ No response to a data subject request
- ☐ Incomplete response to data subject access request i.e. some of the personal data or information requested is missing
- ☐ Personal data security breach
- ☐ Inaccurate personal data
- ☐ Inappropriate sharing of personal data with a third party
- ☐ Direct marketing activities
- ☐ Keeping personal data longer than necessary
- ☐ Using personal data for a different reasons than we originally told you
- ☐ Exceeding the scope of your consent
- ☐ Other

Please provide more details of your complaint

Please provide more details, including relevant data, specific individuals etc.

Proposed remedy (optional)

This section is optional, but if you know what you would like us to do in response to your complaint, please tell us here

4. Any other information (optional)

Please use this section to provide any other information you think is relevant but is not covered elsewhere on this form

Please return this form to: Privacy.Policy@hillrobinson.com

You can also use this email address if you have any queries about this form or you wish to make a complaint without using the form.