



**Sight  
Scotland**



**Sight Scotland  
Veterans**

## **Data Protection Complaint Form**

Full Name:	
Home Address:	
Phone Number:	
Email Address:	

What is your relationship with us? E.g. service user, employee, customer, supplier, etc.?	
Are you making this complaint on behalf of another person?	
If yes, please provide details and evidence of your ability to do so.  This may take the form of a Power of Attorney or written letter signed by the data subject.	

Are you, or the individual you are making this complaint on behalf of, under the age of 16?

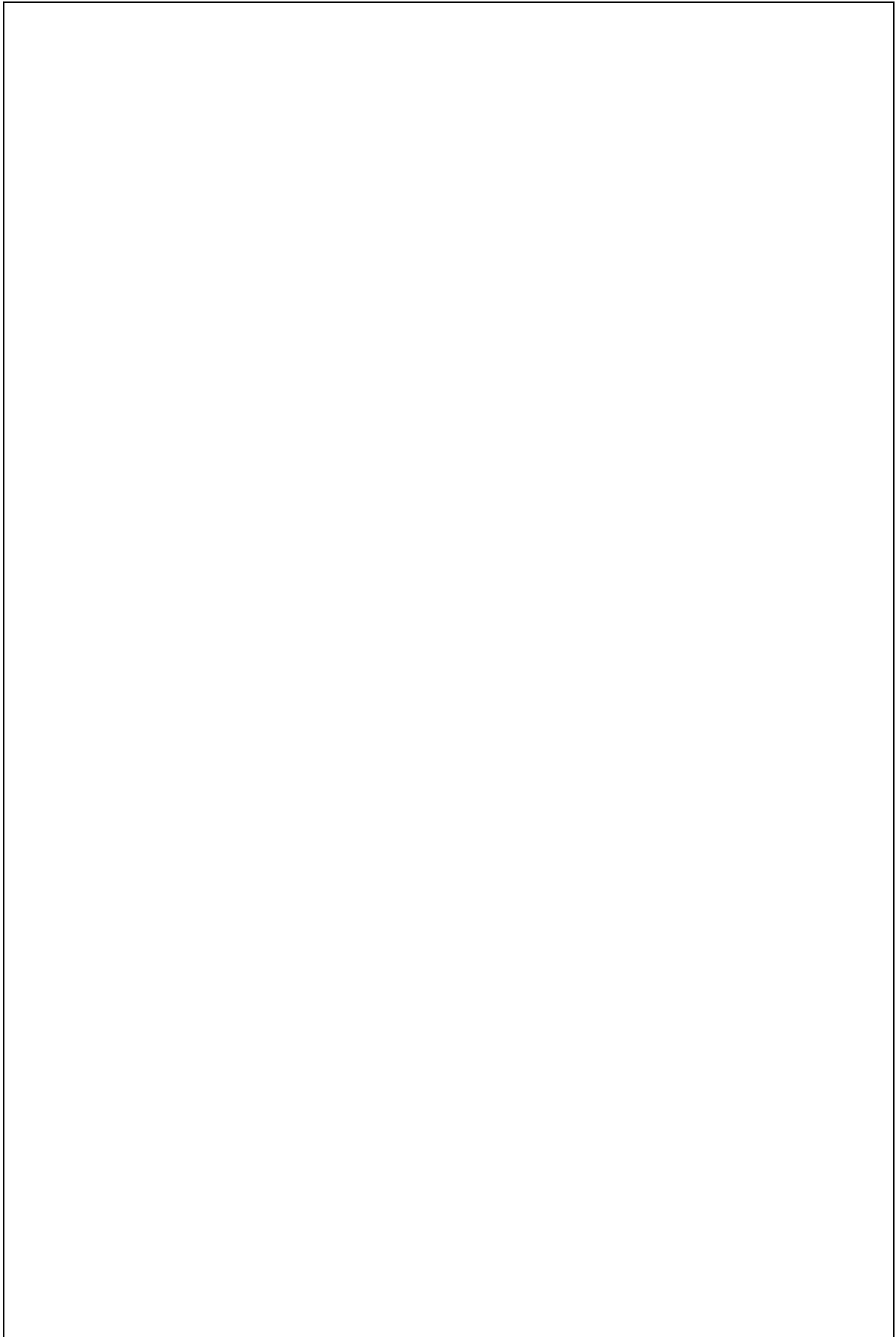
If yes, please provide details.

This information helps us ensure appropriate safeguards are applied where the complaint relates to a child.

Our standard response format is via secure email, if you would prefer to receive our response in another way, or if you require any reasonable adjustments to receive a response, please specify this here:

### **Complaint Details**

Please provide as much detail as possible about the incident your complaint relates to. Information such as time frames, dates, names, the format of correspondence, etc. will help us to investigate your complaint quickly and effectively. You will also have the opportunity to upload any supporting documents which you believe to be relevant to your complaint.



### **Further Contact**

We may contact you for additional information if the scope of your complaint is unclear or does not provide us with sufficient information to allow us to conduct our investigation. Where we need additional information or to verify your identity (to confirm you are entitled to receive the response to your complaint) we will begin processing your complaint when we have that information.

### **Signature and Acknowledgement**

By submitting this form, I confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that:

Sight Scotland & Sight Scotland Veterans may need to confirm proof of identity and may need to contact me again for further information.

Sight Scotland & Sight Scotland Veterans may not be able to respond to my complaint if they do not receive all of the required information to process my complaint.