



## **Data Protection Complaints Form**

### **2026-2027**

|                         |                                                     |
|-------------------------|-----------------------------------------------------|
| Policy owner            | Marie Parry COO on behalf of the Board of Directors |
| Last update             | July 2026                                           |
| Date updated            | July 2026                                           |
| Approved by Trust Board | Marie Parry COO on behalf of the Board of Directors |
| Next review             | July 2028                                           |

### Revision History

| Date      | Document Version | Document Revision History | Document Author / Reviser | Document Approver                                      |
|-----------|------------------|---------------------------|---------------------------|--------------------------------------------------------|
| July 2026 | 1.1              | New Form                  | M Keefe - DPO             | Marie Parry<br>COO on behalf of the Board of Directors |

## Data Protection Complaint Form

Please complete this form if you believe your data protection rights have been violated. All fields marked with \* are required.

### Your Details

Full Name\*:

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Email Address\*:

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Phone Number:

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Relationship to Company\* (Current Employee, Former Employee, Contractor, Other):

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### Details of Your Complaint

Describe your complaint in detail\*:

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Date(s) of Incident(s):

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Location (if relevant):

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Names of any staff involved (if known):

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Have you raised this issue with anyone at Scolmore International before?\*(Yes/No):

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If yes, please provide details (who, when, outcome):

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### **Desired Outcome**

What outcome are you seeking?

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### **Supporting Evidence**

Upload any supporting documents (optional):

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### **Declaration**

☐ I confirm that the information provided is accurate to the best of my knowledge.\*

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### **Privacy Notice**

Your information will be used solely for the purpose of investigating and responding to your data protection complaint. For more information, see our Privacy Notice [here](#).

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Once completed email this form to [DPO@scolmore.com](mailto:DPO@scolmore.com)