

# CWJ 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 write to us or 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 relates to someone else.*

Your name	
Your contact details	
Client number, if known	
Your identity information	<i>For security reasons, we cannot respond to a complaint unless we have confirmed your identity. Once we have received your complaint, we will contact you to arrange confirmation of your identity.</i>

## 2 Whose personal data does the complaint relate to?

Are you complaining on your own behalf or for someone else?	<input type="checkbox"/> Complaining on my own behalf—you can skip the rest of this section and move to section 3 <input type="checkbox"/> Complaining for someone else—please complete the rest of this section and then move to section 3
2.1 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 deal with the complaint.	
Details of person the complaint relates to	Name:  Address:  Contact Details  Client number, if known:

Age (if under 16)	
Do you have legal authority to make this complaint on their behalf?	<input type="checkbox"/> Yes, I have legal authority to make this complaint—if so, <i>please provide written authority, eg signed 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</i>  <input type="checkbox"/> No, I do not have authority to make this complaint— <i>please be aware that we will not be able to respond to you in relation to the complaint without proper authority</i>
Identity information for the person to whom the complaint relates	<i>As well as providing proof of your own identity as explained in section 1, we will also require proof of the identity of the person on whose behalf you are making the complaint. Once we have received your complaint, we will contact you to arrange confirmation of their identity.</i>

### 3 Details of the complaint

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

<p><b>What do you want to complain about?</b></p> <p><i>Please tick all that apply:</i></p> <p><input type="checkbox"/> No response to a data subject request</p> <p><input type="checkbox"/> Incomplete response to a data subject access request, ie some of the personal data or information requested is missing</p> <p><input type="checkbox"/> Personal data security breach</p> <p><input type="checkbox"/> Inaccurate personal data</p> <p><input type="checkbox"/> Inappropriate sharing of personal data with a third party</p> <p><input type="checkbox"/> Direct marketing activities</p> <p><input type="checkbox"/> Keeping personal data for longer than necessary</p> <p><input type="checkbox"/> Using personal data for something other than we said we would</p> <p><input type="checkbox"/> Exceeding the scope of your consent</p> <p><input type="checkbox"/> Other</p>
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**Please provide more details of your complaint**

*Please provide more details here, including any relevant dates.*

**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.*

