

Personal Data Handling Complaint Form

I am registered as a Data Controller with the Information Commissioner's Office (ICO). My reference number is: ZC198597. If you have any concerns about how I manage your personal information, please discuss these in the first instance with me using this Personal Data Handling Complaint Form.

I will acknowledge receipt of your complaint within 30 days. I will investigate your complaint, taking appropriate steps to address the issue and keep you informed of progress. You will be notified of the outcome without undue delay. If you remain concerned you can contact the ICO (ico.org.uk). I am obliged, by the ICO, to retain complaint records for six years

Your Details

Full Name :	
Address :	
Email :	
Phone Number :	

Organisation Details

Organisation:	Lotus Counselling NW
Data Controller :	Sarah Marsh

Complaint Detail

Date of Incident or Discovery :	
What happened? [Explain clearly and simply what the organization did or failed to do with your personal information.]	
Why are you concerned? [Explain the issue, such as: unauthorized sharing, data inaccuracy, ignored rights request, or insecure data handling.]	

Desired Outcome

How would you like the organization to fix this?	
• Correct or erase my data	
• Stop sending marketing / processing my data	
• Provide a formal explanation and apology	
• Other: [Describe what you want done]	

Declaration

Signature :	
Date :	