

BSUG Data Protection Complaints Form

About this Form

This form is used to confirm your identity when you are making a data protection complaint, or you are acting on behalf of someone else who is making a data protection complaint.

Once completed, please send this form and any attachments to bsug@rcog.org.uk marked for the attention of the Honorary Secretary.

Complainant's Details

Please confirm the contacts details of the person making the complaint:

Title	
First Name	
Surname	
Address	
Telephone No.	
Email Address	

Identity Verification of the Complainant

We may ask you to prove your identity. If requested, please provide us with further information to enable us to verify your identity. If you provide additional documents for this purpose, please only send copies to us and not originals, as the documents will not be returned to you:

Details of further information to enable us to verify your identity	
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Third Parties Acting on behalf of the Complainant

If you are acting on behalf of a complainant, please confirm the nature of your relationship with them and provide us with proof that you are entitled to act on their behalf. If you provide additional documents for this purpose, please only send copies to us and not originals. Please also provide us with your contact details:

Details of your relationship with the complainant and proof provided	
Your Title	
Your Surname	
Your Address	
Your Telephone No.	
Your Email Address	

Details of the complaint

Please explain your complaint and the outcome you want, and attach any supporting documentation you may have to enable us to fully assess your complaint.

Please continue on a separate sheet, if necessary.

Declaration

I confirm I am the complainant named above:

Signature	
Full Name	
Date	

OR

I confirm I am the third party named and that I am entitled to act on behalf of the complainant:

Signature	
Full Name	
Date	