

## DATA PROTECTION COMPLAINT FORM

### 1. Your contact details

Your first name and surname:	
Your email and/or postal address: (preferred contact)	
Phone number:	

### 2. Are you the data subject?

- Yes  
 No (If no, please attach proof of authority to act on behalf of the data subject)

### 3. Details of your complaint

Please describe the nature of your complaint. Include any relevant dates, communication with the firm, and how you believe your data protection rights have been violated.

### 4. Supporting Documents

Please list and attach any documents relevant to your complaint (e.g., email correspondence, screenshots, previous requests submitted):

## 6. Desired Outcome

What would you like the firm to do in response to your complaint?

*Example: "I would like my personal data to be erased." or "I want a full explanation and assurance of compliance going forward."*

## 7. Declaration and Consent

Please confirm the following by ticking both boxes:

- I declare that the information provided in this complaint is accurate to the best of my knowledge.
  
- I understand that the personal information I provide will be processed in line with the company's privacy policy for the purpose of handling this complaint and that Calibre One may need to contact me to verify my identity or clarify aspects of this complaint.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 8. Submission Instructions

Please submit this form along with any supporting documents via:

**Email:** [gdpr@calibreone.com](mailto:gdpr@calibreone.com)

**Post:** Calibre One Ltd, Audrey House, 16-20 Ely Place, London, EC1N 6SN

## 9. If you are not satisfied

If you are not satisfied with our response, you can escalate the matter to the UK Information Commissioner's Office (ICO):

**Website link:** <https://ico.org.uk/make-a-complaint>

**Telephone:** 0303 123 1113

**Address:** Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF.