

DATA PROTECTION COMPLAINTS FORM

If you require assistance with making a complaint, please contact informationrights@serc.ac.uk

If you are submitting a complaint on behalf of someone else, please provide his or her name/contact details in Section 1B. We may contact the individual for consent to discuss the issue with you.

SECTION 1A – Complainant Details

Title:	Miss / Mr / Mrs / Ms	Other:
Name:		
Contact Address:		
Tel Number:		
Email:		

1B- If you are raising a complaint on behalf of someone else please provide their details

Title:	Miss / Mr / Mrs / Ms	Other:
Name:		
Contact Address:		
Tel Number:		
Email:		

SECTION 2 – Details of your complaint

Please describe the issue you are complaining about, including details such as what happened, what personal data was involved, and whether you have already contacted us about this. If so, please include when and with whom. If known, please provide the date or approximate date when the issue occurred.

SECTION 3 Desired Outcome

What would you like to see happen as a result of your complaint? (e.g., correction of data, explanation, apology, assurance of future compliance, etc.)

4. Supporting documents (optional)

If you have any documents or evidence (such as, emails, screenshots, or policies), please attach copies submitting this form.

I have attached supporting evidence to this complaint.

5. 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 Colleges privacy policy. [Privacy Notice - SERC](#)

Your signature (sign or type your name in the box):	
Date:	

6. Returning the Form

Online:

Return the form the Records Manager/ Data Protection Officer at: informationrights@serc.ac.uk

In writing:

Records Manager/ Data Protection Officer

South Eastern Regional College

Castle Street Lisburn,

Co. Antrim

BT27 4SU