

Data Protection Complaint Form

1. Controller Details (completed by Urenco)

Organisation name	
Registered address	
ICO registration number (if applicable)	
Data Protection Officer (DPO) / Privacy Lead name	
DPO / Privacy email	

2. Complainant (Data Subject) Details

Full name	
Preferred method of contact (Email / Telephone / Post)	
Email address	
Telephone number (optional)	
Postal address (if applicable)	
Relationship to the organisation (Customer / Employee / Former employee / Contractor / Other)	

3. Are You Acting on Behalf of Someone Else? (For Third Parties to complete)

Are you acting on behalf of someone else? (Yes / No)	
Name of data subject	
Your relationship to them	
Written authority or proof of representation attached	

4. Nature of the Complaint

- Access to personal data (Subject Access Request)
- Rectification (inaccurate or incomplete data)
- Erasure (right to be forgotten)
- Restriction of processing
- Objection to processing
- Data portability
- Unlawful processing
- Data breach or security concern
- Automated decision-making / profiling
- Transparency or fairness concern
- Other (please specify)

5. Description of the Complaint

Please describe your complaint in as much detail as possible below:

6. Dates and Prior Contact

Date(s) of the issue or incident	
Have you previously contacted us about this issue?	
Date of previous contact	
Who you contacted	

7. Desired Outcome

8. Supporting Documents

- Emails Screenshots Letters ID documentation Other

9. Declaration and Accuracy

Name	
Signature	
Date	
Confirmation	

Internal Use Only (Completed by Urenco)

Complaint reference number	
Date received	
Deadline for response	
Reviewer Signature	
Outcome	
Action taken	
Date closed	

Urenco takes all complaints seriously and will process your complaint in a timely manner. Urenco will acknowledge the complaint within 30 days, and will respond without undue delay. This may be extended in certain circumstances where the matter is deemed to be complex. Urenco will notify you of this where this is the case, after which you can escalate it to the Information Commissioner’s Office (ICO) or relevant Supervisory Authority.

Urenco’s privacy statements tell you what data we collect, how we use it, how long we keep it and when we may share it. To find out more please see our [privacy statements](#).