



University
of Exeter

Raise a Concern About Your Personal Data

If you believe we have not handled your personal information appropriately, you can submit a data protection complaint using this form. We will acknowledge receipt of your complaint within 30 days and investigate the matter without undue delay.

Your Details

Full Name (required)

Email Address (required)

Telephone Number

Preferred Contact Method

- ☐ Email
- ☐ Telephone
- ☐ Post

Postal Address

Are You Making This Complaint:

- ☐ About your own personal data
- ☐ On behalf of someone else

If acting on behalf of another person:

Name of Individual

Relationship to Individual

Please attach evidence of your authority to act on their behalf when you submit this form

Details of Your Complaint

What is your complaint about?

(Select all that apply)

- ☐ Accuracy of personal information
- ☐ Access to personal information
- ☐ Use of personal information
- ☐ Sharing of personal information
- ☐ Data retention
- ☐ Marketing communications
- ☐ Security or confidentiality concerns
- ☐ Data subject rights request
- ☐ Suspected data breach
- ☐ Other

Date of Incident (if known)

Department or Service Involved (if known)

Please describe your complaint

Please provide as much detail as possible, including dates, names, correspondence references, and any actions already taken.

Desired Outcome

What would you like us to do to resolve your complaint?

Examples:

- *Correct inaccurate information*
 - *Explain how my data has been used*
 - *Stop processing my data*
 - *Remove my data where appropriate*
 - *Investigate a possible breach*
 - *Improve a process or service*
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Supporting Documents

Please attach any supporting documents to the email when you submit this form.

Declaration

- ☐ I confirm that the information provided in this complaint is accurate to the best of my knowledge.
 - ☐ I understand that additional information may be requested to verify my identity before my complaint can be investigated.
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Privacy Notice

The information provided on this form will be used solely for the purpose of investigating and responding to your data protection complaint and will be processed in accordance with applicable data protection legislation.

What Happens Next?

- We will acknowledge your complaint within 30 days.
- We will investigate the issues raised and may contact you for further information.
- We will keep you informed of progress where appropriate.
- We will provide a written outcome without undue delay.
- If you remain dissatisfied, you may raise your concerns with the Information Commissioner's Office (ICO).