

Corderoy are committed to protecting your personal information. Under the Data Use and Access Act 2025 (DUAA), you have the right to complain about data protection matters, including how we handle your personal information.

Your attention is drawn to our Complaint Procedure for information on how Corderoy will manage your complaint

Please complete this form in full, to submit a formal complaint. All sections are required to be completed to allow for a proper investigation and response.

We will process your personal data provided below to investigate and respond to your complaint in line with the UK GDPR, the Data Protection Act 2018, and the DUAA 2025. Furthermore, to ensure the protection of personal information, Corderoy may take steps to verify the identity of the complainant where appropriate. Please refer to the Privacy Notice for further information.

1. Complainant Details

Complainant's Name:

Today's Date:

Email Address:

Phone Number:

I am a: Employee Client Supplier Other* *please specify:

2. Complaint Summary

Full name of person whose personal data this complaint is about:

Please state the relationship where the complainant is not the same individual that the complaint is about:

Date of Issue (if known):

Nature of concern: Data breach* Incorrect data Subject Access Request Misuse of data
 Data security Other

Detail description of the complaint, including relevant dates, correspondence, etc.:

*i.e. lost or stolen data