

DATA PROTECTION COMPLAINTS FORM

Use of this form

This form is to be used when you wish to make a data protection complaint to the church. Please refer to our Data Protection Complaints Policy for more information on your right to complain.

Upon completion, please return the form to the Data Protection Officer, Upton Vale Baptist Church, Castle Circus, TQ1 3HY. E-mail GDPR@uptonvale.orh.uk. We will acknowledge receipt of your complaint within 30 days of receiving it. We will investigate your complaint and inform you of our decision without undue delay.

Please complete the following sections of this form in as much detail as possible to aid the efficient handling of your complaint.

PERSONAL DETAILS

Title:

Forename(s):

Surname:

Home address:

Contact no:

Email address:

DETAILS OF COMPLAINT

Please use the space below to set out your complaint in as much detail as possible. If appropriate, please include any dates relevant to your complaint and what outcome you are looking for to resolve your complaint.

DECLARATION (PLEASE READ THIS CAREFULLY BEFORE SIGNING)

I confirm that I am the individual named above.

I have attached evidence to this form which verifies my identity.

I understand that, if I have not provided such evidence, Upton Vale is under no obligation to respond to my complaint until I have provided that information.

Signed:

Date:

Office use only

Date form received

Date complaint must be acknowledged by
(within 30 days of receipt)

Date complaint acknowledged (attach copy
of letter to this form)

Date complaint outcome provided

This form was adopted by the Joint Trustees at their meeting on 20th July. 2026

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