[Your full address]

[Phone number]

[The date]

[Name and address of the organisation]  
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

**Data Protection Complaint**[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled personal information properly.

[Give details of your complaint, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my complaint to the Information Commissioner’s Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my complaint to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO’s website ([www.ico.org.uk](http://www.ico.org.uk/)) as well as information on their regulatory powers and the action they can take.

Please send a full response within 30 days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully  
[Signature]