

## Data Protection Complaint Form

In accordance with Section 103 of the Data (Use and Access) Act 2025, all data controllers are required to facilitate the making of data protection related complaints by providing a complaint form to data subjects which can be completed electronically and by other means.

If you consider that there has been an infringement of the UK GDPR, or you have any concerns regarding how your personal data are being processed by Ethical & Environmental Screening Services Ltd. (trading as Ethical Screening), please complete this form and return it (along with any supporting documents) to [enquiries@ethicalscreening.com](mailto:enquiries@ethicalscreening.com), or post it to Data Protection, Ethical Screening, Formal House, 60 St. George's Place, Cheltenham, GL50 3PN, and we will respond in line with the requirements of the Act. If you are not satisfied with our response, you may contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk). You will find further information on how to make a data protection complaint [here](#).

Personal information provided in this form will only be used to process your complaint and will be handled in accordance with our [privacy policy](#).

### Complainant Details

|                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Name:</b>                                                                                                                  |  |
| <b>E-mail Address:</b>                                                                                                        |  |
| <b>Alternative contact method:</b>                                                                                            |  |
| <b>Relationship to Ethical Screening (e.g. client, employee, contractor):</b>                                                 |  |
| <b>If you are not the Data Subject to which the complaint relates, please state their name and your relationship to them:</b> |  |

### Nature of Complaint

|                                                                                                                                                                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Date of Complaint:</b>                                                                                                                                                                                                                                                   |  |
| <b>Description of Complaint</b> - Please describe your concern below, including what happened, when, and how you believe your personal data was mishandled (e.g. unlawful sharing, inaccurate data, suspected data breach, failure to respond to a Subject Access Request.) |  |
|                                                                                                                                                                                                                                                                             |  |

**Supporting Evidence** - Please provide relevant evidence, such as screenshots, emails, or other documents that support your complaint, and list these items below to enable us to ensure we have received them.

### Desired Outcome

**Desired Outcome** - Please tell us what you would like us to do to resolve your complaint (e.g. correct data, delete data, provide further information.)

### Conformation of Identity

Please provide copies of supporting documents to confirm your identity (such as passport or driving licence and recent utility bill)

If you are not the Data Subject to which the complaint relates, please provide supporting documentation to confirm your entitlement to their personal data (e.g. proof of parental responsibility or written consent from the data subject).

### Declaration

I confirm that the information provided is accurate to the best of my knowledge, and that I am the Data Subject or their authorised representative.

Signature:

Date: