

SOUTH HILL PARISH COUNCIL

COMPLAINTS FORM

CONTACT DETAILS	
Title:	
First Name:	
Surname:	
Address:	
Postcode:	
Telephone No:	
E-mail address:	

COMPLAINT DETAILS	
Please give details of the complaint (continue on separate sheet if necessary):	
What do you want us to do to rectify this problem:	
Have you complained about this matter before:	
If yes, when:	
Signature	
Date	

Please return your completed form to: [Name] [Address]

General Data Protection Regulation

- The information you provide on this form will be held by the Council and used by us to process your complaint.
- Your information will not be used for any other purpose by the Council.
- In accordance with the Council's Record Retention Policy, the information you provide on this form will be retained for a maximum of one year, after which period it will be destroyed in a secure manner. Electronic data will be maintained in a secure manner.
- Subject to certain legal limits you have the right to:
 - Have any inaccuracies in our records corrected
 - To have your personal data erased
 - To place a restriction on the processing of your data
 - To object to the processing of your data
 - To have a copy of the information held about your data
- If you have any complaints about the way we have handled your data, please contact:

Mrs Jenny Hoskin - Parish Clerk, South Hill Parish Council,
Branston Farm, Bodmin Road, Bodmin, Cornwall PL30 4BB

E-mail address: southhillpcclerk@gmail.com - Telephone: 01208 72789

Information Commissioners Office (ICO)

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow,
Cheshire SK9 5AF

E-mail: casework@ico.org.uk Telephone: 0303 123 1113

Please return your completed form to: [Name] [Address]