

# NORTH VIEW Housing Association

1

North View is a registered Scottish charity – charity registration number SC032963

## DATA PROTECTION COMPLAINTS FORM

### About this Form

This form is for individuals who wish to submit a complaint about how the Association has handled their personal data. This includes concerns about how your personal data has been collected, used, stored, shared, or how the Association has handled a data protection rights request.

**You do not have to use this form – you may also contact us by email, post, or telephone.**

### 1.0 Your details

Mr  Ms  Mrs  Mx  Other (please tick)

Name \_\_\_\_\_

Address (please ensure you include flat position if applicable) \_\_\_\_\_

City \_\_\_\_\_

Post code \_\_\_\_\_

Contact Number \_\_\_\_\_

Email address \_\_\_\_\_

*Please indicate your preferred method of contact:*

Telephone  Email  Post

***(The Association may require further information from you in order to verify your identity - if this is the case we will contact you to let you know)***

### 2.0 Are you complaining on behalf of someone else? (please tick)

Yes  No

If you answered yes, please indicate your relationship to this individual:

\_\_\_\_\_

Do you have written authority from this individual?

- Yes please send written authority either:-
- by email to [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk) or;
  - by post to:-

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North View Housing Association  
29a Stravanan Road  
Castlemilk  
Glasgow  
G45 9LY

No (*please note if you do not have written authority we will not be able to investigate the complaint*)

### 3.0 About your complaint

What is your complaint about? (*please describe your complaint clearly, including what personal data is involved and what you believe the Association has done wrong*) Please continue on a separate sheet if necessary.

Please provide the relevant dates (*e.g. when the issue occurred or when you became aware of it*)

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Have you contacted the Association about this before?

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Yes (please indicate when below, and who you contacted)  No

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### 4.0 Supporting Information

Do you have any documents or evidence you would like us to confirm?

Yes *please send it either:-*

- by email to [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk) or;
- by post to our address below **ensuring you are not sending us originals** or;
- by handing it into our office

No