

Sarah Marks Hypnotherapy

Data Protection Complaint Form



About This Form

This form should be used if you wish to raise a concern or make a complaint about how Sarah Marks Hypnotherapy has collected, used, stored, shared or otherwise processed your personal information.

Please provide as much information as possible to help investigate your complaint.

Completed forms can be sent by:

Email: sarah@sarahmarkshypnotherapy.com

Post: Sarah Marks Hypnotherapy, 541 Broadgate, Weston Hills, Spalding, Lincolnshire, PE12 6DB

All complaints will be handled in accordance with the Sarah Marks Hypnotherapy Data Protection Complaints Procedure.

Section 1: Your Details

Full Name:

Address:

Telephone Number:

Email Address:

Are you:

Current Client

Former Client

Prospective Client

Parent/Guardian

Authorised Representative

If acting on behalf of someone else, please provide their name:

Relationship to the individual:

Section 2: Details of Your Complaint

Please describe your concern or complaint.

Include:

- What happened
- When it happened
- Which personal information is involved
- Why you believe your information has not been handled correctly

Complaint Details:

Section 3: Relevant Dates

Date(s) the issue occurred (if known):

Date you became aware of the issue:

Section 4: Supporting Information

Please list any documents, emails or other information that may help investigate your complaint.

Supporting documents attached

Section 5: Desired Outcome

Please tell me what action you would like to see taken in response to your complaint.

For example:

- An explanation
- Correction of information
- Restriction of processing
- Deletion of information (where applicable)
- An apology
- Other remedial action

Desired Outcome:

Section 6: Declaration

I confirm that the information provided in this complaint form is accurate to the best of my knowledge.

Name:

Signature:

Date:

What Happens Next?

Once your complaint has been received:

1. Your complaint will be recorded in the Data Protection Complaints Log.
2. You will normally receive an acknowledgement within 30 days.
3. Your complaint will be investigated in accordance with the Sarah Marks Hypnotherapy Data Protection Complaints Procedure.
4. A written response will normally be provided within 30 days of acknowledgement.
5. If additional time is required, you will be informed of the reasons and expected timescales.

If you remain dissatisfied after receiving a response, you have the right to raise your concerns with the Information Commissioner's Office (ICO).

Information Commissioner's Office (ICO)

Website: www.ico.org.uk

Telephone: 0303 123 1113

Post:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Document Owner: Sarah Marks Hypnotherapy

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Next Review Date: June 2027