

DATA PROTECTION COMPLAINTS POLICY

Organisation name: Mr Anthony Reeves
Information Commissioner Reference: ZA372737

1. If you have a complaint about how your data has been handled, please contact Anthony Reeves:

By e-mail: tony@legalconsultant.co.uk

The subject header must contain the words, "*Data Protection Complaint*"

By phone: 01249 554085

Whichever method you use, please provide as much detail as possible about your complaint, including what happened, when it happened, the outcome you are seeking and what steps you have taken already.

2. A complaint will be acknowledged within three working days. We will then investigate your complaint and provide you with a full response within 30 days.
3. You will be updated as to the progress of the investigation into the complaint and will explain the steps being taken.
4. The final response to your complaint will be communicated to you by e-mail, or if you prefer, to your postal address.
5. If you are not satisfied with the outcome of your complaint, or if you feel we have not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO). The ICO is the UK's independent regulator for data protection and information rights. For more information about the ICO and their complaints guidance, you can visit their website at ico.org.uk.