

[The date]

The Church Office
Holy Trinity Church
The Old School
Church Street
Cuckfield
West Sussex RH17 5JZ

Email: office@holytrinitycuckfield.org
Tel: 01444-456461

[Reference number (if applicable)]

Dear PCC Secretary/Data Controller

Data Protection Complaint

[Your name and any other details to help identify you]

[Name of person or team you've been in contact with]

I'm concerned that you may not have handled my personal information properly.

[Give details of the complaint, and what you'd like the organisation to do to put things right]

If, after receiving your response, I still want to complain to the ICO, I'll share with them a copy of my complaint letter to you and your response.

You can find guidance on your obligations to handle complaints, as well as guidance on your obligations under data protection law, on the ICO's website.

If there's anything you'd like to discuss, please contact me on [give preferred contact method].

Yours sincerely
[Signature]