

The Corporation of Trinity House of Deptford Strond – Data Handling Complaint Form

The Corporation of Trinity House of Deptford Strond ('Trinity House'/'TH') operates a data handling complaints process in accordance with its Data Protection and Subject Access Request ('SAR') procedures and Privacy Notice.

Any natural person ('Data Subject') of which Trinity House processes information about the individual ('Personal Data'), and who considers that the Trinity House has failed to process their Personal Data in accordance with the Data Protection legislation (namely, but not necessarily exclusively, the Data Protection Act 2018 and UK GDPR) and associated policies and procedures, has the right to submit a complaint to Trinity House.

For more information on the ways in which Trinity House asks for, holds, and uses your Personal Data, and for further information on your rights as a 'Data Subject', please visit our Privacy Notice: www.trinityhouse.co.uk/asset/3751

Before raising a complaint, please consider:

1. Whether raising a data handling complaint is the most appropriate approach in the circumstances. If your complaint chiefly concerns whether Trinity House holds information about you, submitting a SAR may be the most appropriate approach in the first instance. In such a case, please write to Data Protection Officer, Trinity House, Tower Hill, London, EC3N 4DH, or email data.protection@trinityhouse.co.uk. SARs are subject to a one-month response period, with a further two-month extension period applicable if the request is deemed especially complex or resource intensive. For assistance in drafting such a request, please visit: [Make a subject access request | ICO](#)
2. Whether your complaint relates specifically to data handling. For more general complaints, please visit: www.trinityhouse.co.uk/contact/complaints and follow the relevant links and instructions.

Please note that Trinity House will acknowledge receipt of the complaint within the period of 30 days beginning when the complaint is received. Moreover, we will take appropriate steps to respond to the complaint and will inform the complainant of the outcome of the complaint. Where we are required to, we will also inform the Information Commissioner's Office.

Full name of Data Subject	
Email address	
Telephone number	
Nature of relationship or affiliation with Trinity House (e.g. client, visitor, service provider, contractor, job applicant, employee)	
Any unique reference or ID numbers or specific details that would help Trinity House to identify you or your Personal Data.	
Any system, platform, or website through which you may have provided Personal Data that would help Trinity House identify your Personal Data (being mindful that TH may not be the Data Controller for certain systems, platforms or websites)	
<p>Please specify complaint, including information on:</p> <ul style="list-style-type: none"> • the reasons why you consider that TH has failed to process Personal Data in accordance with the Privacy Notice and Data Protection legislation; • the date on which you were informed or became aware of such alleged failure; and • the remedy being sought. <p>Please supplement your complaint with:</p> <ul style="list-style-type: none"> • a copy of any relevant response to any SAR submitted to Trinity House; and • all relevant evidence. (Please do not write outside of the box below) 	

Signature and acknowledgement

Trinity House will process information that is provided in the context of this complaint to identify the Data Subject, to respond to the complaint and to keep a record of the complaint and our response. Processing of such Personal Data will be carried out in accordance with the Trinity House Privacy Notice and associated Data Protection legislation.

By signing this form, I confirm that the information provided above is correct.

Signature:

Print name:

Date: