



Electronic Data Complaints Form (UK GDPR and Data Protection Act 2018)

This form is provided in terms of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) to enable a data subject to make a complaint to the Company (as defined in the [Terms of Service](#) appearing on the Company's website) when the Company acts as a controller under the UK GDPR and Data Protection Act 2018 and the data subject considers that, in connection with personal data relating to such data subject, there is an infringement of the UK GDPR or Part 3 of the Data Protection Act 2018.

The Company will acknowledge receipt of any such complaint within 30 days beginning when the complaint is received.

The Company will, without undue delay:

- (a) take appropriate steps to respond to the complaint, including making enquiries into the subject matter of the complaint to the extent appropriate and informing the complainant about the progress of the complaint;
- (b) inform the complainant of the outcome of the complaint.

Personal data provided in this form by the complainant will be used only for the purposes of processing the complaint.

This form can also be downloaded as a **PDF** and sent by post to Way With Words Limited, Caledonian House Business Centre, 164 High Street, Elgin, IV30 1BD, United Kingdom or by email to the Company's Data Protection Office at dpo@waywithwords.net.

Particulars of data subject complainant:

Name of data subject

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Email address

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Description of complaint:

(Please provide a clear description, including what happened, when, and how you believe that the data was mishandled)

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Relief sought:

(eg correction/deletion of data)

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Confirmation of Identity and consent for processing:

By ticking this box the complainant confirms that the information provided is accurate and that he/she is the data subject in respect of which the complaint is made:

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By ticking the box below the complainant consents to the Company processing the personal data provided in this form for the purpose of dealing with the complaint:

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