



Continued:


(Please continue on a separate sheet if necessary)

**What would you like Haig to do in respect of your complaint?**


**Signed:**

**Date:**



## Data Protection

1. All personal data that Haig Housing Trust (the "Trust") may use will be collected, processed, and held in accordance with the provisions of EU Regulation 2016/679 General Data Protection Regulation ("GDPR") and your rights under the GDPR.
2. For complete details of the Trust's collection, processing, storage, and retention of personal data including, but not limited to, the purposes for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to the Trust's Privacy Notice which can be found on our website [www.haighousing.org.uk](http://www.haighousing.org.uk) or can be obtained by emailing [communications@haighousing.org.uk](mailto:communications@haighousing.org.uk) or by telephoning 020 8685 5777. Beneficiaries have already been provided by post with a copy of this Notice.

### **FOR OFFICE USE:**

Received by:	Date:
Date complaint acknowledged:	
To be investigated by:	
Target date for response:	
Reported to Committee:	
Outcome:	
Reported to Committee:	Date: