

Appendix 1 — Data Protection Complaint Form

This form is provided to help you raise a data protection complaint with NLA Media Access Limited. You may complete it electronically and submit it by email to dataprotection@nla.co.uk, or print it and send it by post to the address below. Use of this form is optional — you may also raise a complaint by any other means.

Post to: Legal and Business Affairs Department, NLA Media Access Limited, Mount Pleasant House, Lonsdale Gardens, Tunbridge Wells, Kent, TN1 1HJ

Your details

Full name: _____

Email address: _____

Postal address (if preferred for correspondence):

Telephone number (optional): _____

Your complaint

Please describe the events giving rise to your complaint, including relevant dates and any personal data involved:

What outcome are you looking for? (optional — for example, a change to a decision, an apology, or a change to processes):

Please attach or enclose any supporting evidence (e.g. correspondence, screenshots, reference numbers).

Declaration

I confirm that the information provided in this form is true and accurate to the best of my knowledge.

Signature (or typed name if submitting electronically):

Date: _____

