

Data Protection Complaint Form

This lets you tell us if you are unhappy with how Choice Lettings Watford have used or looked after your personal information.

Using the form helps us investigate your concerns properly

- If you are worried about how we have collected, used, or shared your personal data
- If you believe a personal data breach has happened
- If you are not satisfied with how we have responded to your data protection rights request

Complaint:	Data Protection Complaint
Full Name:	
Address:	
Email:	
Tel No:	
Property Address:	
Summary of what Choice Lettings Watford did wrong:	

How to submit a formal complaint

- **Contact us:** Send the completed Complaint Form to:-
watford@choicelettings.com, or by First Class Recorded Delivery Service to:-
Choice Lettings Watford, 161-163 The Parade, Watford, Hertfordshire WD17 1NJ.
- **Legal timelines:** We are legally required to acknowledge your complaint within 30 calendar days and respond without undue delay. If the 30 days end on a weekend or public holiday, we have until the next working day to acknowledge it. This does not mean we need to resolve your complaint within 30 days. It means we have 30 days to let you know we have received your complaint and we are investigating it.

We take data protection seriously. We'll review your complaint in line with our duties under data protection law.