

# HANSON

## Data Subject Complaint Form

### 1. Your identity

Please note: We will endeavour to handle your complaint confidentially but we are unable to accept anonymous complaints. If you are acting on behalf of a complainant, please provide the first and last names of the complainant and attach evidence of your power to represent the complainant.

Last name:

First name:

Email:

Contact address (professional or private: postal, email or fax):

Other relevant identification information that you wish to provide:

### 2. Which company are you complaining about?

Please note: This complaint must relate to the processing of personal information by Hanson Asset Management (**HAM**) or by one of our Third Party Suppliers.

- Hanson Asset Management Limited
- Third Party Supplier (Please state which company)

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### 3. Please describe your complaint and the personal data protection rules that have been infringed.

Please note: HAM can only act as far as rules relating to the processing of personal data are concerned. Complaints regarding the interpretation of personal data during lawful processing will not be upheld. If your concern relates to automated processing please contact us to arrange human intervention in any decision based on your data.

### 4. Please specify what you would like HAM to do to resolve the matter.

Please note: HAM can only investigate complaints which concern a real or potential and not hypothetical, breach of personal data protection rules.

### 5. Have you already contacted HAM about your grievance?

- Yes
- No

If YES, please provide details (who was contacted and when, what was the result of the contact, etc.).

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## 6. When did you become aware of the matter about which you are complaining?

Date (DD/MM/YYYY):

## 7. Have you submitted this same complaint to any other bodies, such as the ICO or European Data Protection Supervisor?

- Yes
- No

If YES, please provide details (who was contacted and when, what was the result of the contact, etc.).

## 8. We may need to share your complaint and the resulting outcome with Third Parties. Do you agree?

Please note: Confidentiality implies that your personal data will not be disclosed to persons outside of HAM. However, it may be necessary for our investigation to inform any third parties involved about the content of the complaint and your identity. If you wish to remain anonymous to Third Parties, please outline your reasons for HAM to consider. HAM will inform you if it does or does not accept your request to remain anonymous to Third Parties. You will then be able to decide to withdraw or proceed with your complaint.

- Yes
- No

If NO, please provide details (outline your reasons for anonymity).