

**Newcastle Building Society Pension and Assurance Scheme**

**Data Protection Complaint Form**

This complaint form may be used by a Data Subject (or their representative) to make a complaint to the Trustees of the Scheme if they consider that there has been an infringement of the UK General Data Protection Regulation in respect of their Personal Data.

A Data Subject is any living individual whose Personal Data is controlled, collected, processed or stored by the Trustees.

Personal Data means information which is about the Data Subject and which identifies them.

**Please complete all relevant sections of this form.**

**YOUR DETAILS *(to be completed in all circumstances)***

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

National Insurance number  
(if a member of the Scheme): \_\_\_\_\_

**REPRESENTATIVE'S DETAILS *(To be completed only if you have a representative acting on your behalf)***

Representative's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Relationship to the Data Subject: \_\_\_\_\_

Should this address be used for serving the decision or any requests for additional information? Yes/No  
*(delete as applicable)*

Please supply appropriate evidence that you are authorised to act on behalf of the Data Subject in relation to this complaint (e.g. a signed letter from the Data Subject confirming that they authorise you to make the complaint on their behalf, receive correspondence and deal with any queries raised by the Trustees).



