

Electronic Data Complaint form

This form allows you to raise concerns about how QNIS handles your personal data under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025. We will acknowledge your complaint within 30 days and respond as soon as possible.

Your personal information provided in this form will only be used to process your complaint and will be handled in accordance with our privacy policy QNIS Privacy Policy.

The form should be downloaded as a PDF and sent by post to QNIS, 31 Castle Terrace, Edinburgh EH1 2EL

Phone number: 0131 229 2333

After submission, you will receive an acknowledgement within 30 days. We aim to resolve your complaint promptly. If you are not satisfied with our response, you may contact the Information Commissioner's Office (ICO). Further information on how to make a data protection complaint can be found at [Make a complaint | ICO](#)

Your name:

Your email:

Your alternative contact method:

Date of complaint:

Description of complaint - Please provide a clear description of your concern, including what happened, when, and how you believe your personal data was mishandled (e.g., unauthorised access, incorrect data, or lack of transparency)

What outcome are you seeking? - Please tell us what you would like us to do to resolve your complaint (e.g., correct data, delete data, provide information)

Confirmation of Identity:

I confirm that the information provided is accurate and that I am the data subject or their authorised representative.

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Consent for Processing:

I consent to QNIS processing the personal data provided in this form to handle my complaint.

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Signature and date

Supporting evidence - Include any relevant evidence, such as screenshots, emails, or other document printouts that support your complaint.