



*(For internal use only)*

DPN

Record No

# Form DAT4

## Complaints Form

Name of Data Controller



## Purpose of this form

For the purposes of Article 33 of the Data Protection Law 2007, a Person who believes on reasonable grounds that he has been adversely affected by a contravention of the Data Protection Law 2007 in respect of the progressing of their Personal Data may lodge a complaint. This form may be used to lodge such a complaint.

## Notes for completing this form

- Questions must be fully answered and the use of abbreviations should be avoided.
- Answers must be **typed** and additional pages attached if necessary.
- Do not leave any questions blank – if a question is not applicable this should be indicated in the response section.
- Completed forms in **hard copy** should be sent to :  
The Data Protection Coordinator  
DIFC Authority  
Level 14, The Gate  
P.O. Box 74777  
Dubai  
United Arab Emirates
- Defined terms are identified throughout this form by the capitalisation of the initial letter of a work or phrase and are defined in the Data Protection Law 2007.



## 1. COMPLAINANT DETAILS

1.1 Full name

1.2 Full address (physical and postal)

1.3 Email (if preferred contact by email)

## 2. DATA CONTROLLER

(organisation or individual about whom the complaint is made)

2.1 Full address (physical and postal)

2.2 Contact Person at Data Controller



### 3. DESCRIPTION OF PERSONAL DATA

3.1 Does the complaint relate to Sensitive Personal Data? Yes  No

3.2 Provide details of the complaint including any attempts to resolve the complaint with the Data Controller.

3.3 What relief or remedy is sought by the complainant?



#### 4. SIGNATURE

1. I declare that, to the best of my knowledge and belief, having made due enquiry, the information given in this form is complete and correct. I understand that it is an offence under applicable Law to provide any information which is false, misleading or deceptive or to conceal information where the concealment of such information is likely to mislead or deceive.
2. For the purposes of the Data Protection Law 2007, the Personal Data provided in this form will be processed by the DIFC Data Protection Commissioner in accordance with Article 8 of the Data Protection Law 2007, in particular, in the exercise of its functions or powers under legislation administered by the DIFCA or where necessary for the performance of a task carried out in the interests of the DIFC.

Name and signature

Date