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|  | **Office of the Commssioner for Personal Data Protection**P.O.Box. 23378, 1682 Nicosia, CyprusΤel.:22 818 456, Fax:22 30 45 65 | [**http://www.dataprotection.gov.cy**](http://www.dataprotection.gov.cy)**Complaints Email: commissioner@dataprotection.gov.cy**  |

**COMPLAINTS FORM (Type A)**

**Exclusively for complaints involving breaches of data subject’s rights (articles 12-22 of the GDPR)**

*Fields marked with (\*) are mandatory.*

**1. Details of Complainant**

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| Full name/company name\*: |
| Address\*[[1]](#footnote-2) | Street:  | Number:  |
| P.Code: | City:  |
| Country: |
| e-mail: |
| Contact telephone/s[[2]](#footnote-3): | Fax:  |

**2. Details of Complainant’s representative[[3]](#footnote-4)**

|  |
| --- |
| Full name/company name:  |
| Address | Street:  | Number:  |
| P.Code: | City:  |
| Country: |
| e-mail: |
| Contact telephone/s: | Fax:  |

**3. Against who is the complaint lodged?**

|  |
| --- |
| Company or person’s name\*: |
| Address\* | Street:  | Number:  |
| P.C.: | City:  |
| Country: |
| e-mail: |
| Telephone/s: | Fax:  |
| Website:  |
| Names in full of individuals concerned[[4]](#footnote-5):  |

**4. What is your relationship with the controller[[5]](#footnote-6)?**

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**5. Right breached** *(Select the breached right applicable to your case)*

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|[ ]  Right to be informed |
|[ ]  Right of access |
|[ ]  Right to rectification |
|[ ]  Right to erasure (“right to be forgotten”) |
|[ ]  Right to restriction of processing |
|[ ]  Right to data portability |
|[ ]  Right to object |
|[ ]  Right to object to automated individual decision-making and profiling |

**6. Exercise of right** *(State when you exercised the particular right and how)*

|  |  |
| --- | --- |
| Date of exercise | How was the right exercised[[6]](#footnote-7) |
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*Please attach a copy of the request under field 9 below.*

**7. Controller’s response** *(State if and how the data controller has responded to the request)*

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*Please attach a copy of the response received under field 9 below.*

**8. Object of the complaint\*** *(Describe the incidents which you consider as resulting to the unlawful processing of your personal data)*

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**9. Documentation substantiating the complaint** *(Enumerate the attached documents)*

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
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| 5 |  |
| 6 |  |

**Privacy Policy**

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| * Your personal data are being processed by the Commissioner in the context of the investigation of your complaint.
* In the context of the investigation, the Commissioner will seek the views/position of the Authority or Organisation or person against who the complaint is lodged. In some cases it may be possible to seek information also from third parties when this is deemed necessary for the purposes of the investigation. Your identity may be disclosed to the controller or to third parties, in the context of the investigation where it is deemed necessary. Please inform the Commissioner if you do not wish any of your details to be disclosed and the reason why.
* If required for the exercise of her competences, particularly in case of cross-border processing, the Commissioner may communicate the complaint to the competent supervisory authorities and services within the EU. In such a case, third party access to the complaint shall be governed by the legislation of the member state on access to public documents.
* In case of cross-border processing, the complaint will be entered in the Internal Market Information (IMI) in order to be handled with the cooperation and consistency mechanism of the Chapter VII of the GDPR. See more information on the website at the section “Information for the Public - Lodge a complaint”.
* Your personal data shall be kept in the records of the Commissioner for a time period of 10 years, with the exception of the relevant administrative acts.
* For exercising your rights (right of access, rectification and restriction) to the data processed by the Commissioner in the context of the examination your complaint, you may contact commissioner@dataprotection.gov.cy
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| --- | --- |
| Date  | Signature[[7]](#footnote-8) |
|  |  |

You can submit the complaint and the attachments (where relevant):

* Electronically by email to: commissioner@dataprotection.gov.cy
* By post to the Office of the Commissioner: P.O. Box. 23378, 1682 Nicosia
* By fax to +357 22 30 45 65
1. We need your postal or electronic address (e-mail) to be able to contact you.

2 The telephone number may facilitate our exchanges, where deemed necessary.

3 To be completed only where applicable, e.g. when the affected person is a minor, when the representation before the Commissioner has been assigned to a lawyer or when the complaint is lodged on behalf of the data subject by a non-profit body or organisation or association, which has statutory objectives which are in the public interest, and is active in the field of the protection of data subjects' rights and freedoms with regard to the protection of their personal. [↑](#footnote-ref-2)
2. . [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)
4. E.g. name of employee, etc., if known. [↑](#footnote-ref-5)
5. E.g. employee, client, etc. [↑](#footnote-ref-6)
6. E.g. by written request or by electronic means, such as e-mail. [↑](#footnote-ref-7)
7. Only when the form is submitted by post or by fax [↑](#footnote-ref-8)