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#  Privacy complaint form



Fill out this form when you do not like how staff have given out your information.

 This means any information about you.

Like, when staff give a report about you to a family member who does not need to know.



Like, when staff write information about you that they should not keep.

If you are under 18, your parent or carer can make a complaint too. They can fill out this form too.



**I want to make a complaint.**



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|  **1. My details** |
|  **Name** |  |
|  **Where you live** |  |
|  **Email** |  |
|  **Phone** |  |
| **How do you know the young person?** |  **[ ]** I am the young person [ ]  Parent/carer [ ]  Lawyer [ ]  Support service [ ]  Other (please specify): |

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|  **Give more information about your complaint.** |
|  Who or what is  your complaint about? | Their name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Their job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tell us more information.* What happened?
* How did it happen?
* When did it happen?
* Where did it happen?
 |  |
| Why are you worried about this? |   |
| What would you like to happen next? |  |

**Privacy notice. Where does this information go?**



 This form helps us with your complaint.

The department may give your information to:

|  |  |
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| Your parent or carer (if you are under 18) |  Other:   Like, the Information Privacy  team may ask staff about  what happened.  |
| If you are not happy with how we respond to your complaint, you can: Call the Office of the Information Commissioner. The Information Privacy team will talk to them about  the complaint. |
|  The *Information Privacy Act 2009* means your information will be managed carefully. |

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|  **Sign this part to show:*** **I filled this form out with true information.**
* **I read the privacy notice.**
 |
|   **Signature** |  |
|   **Date**  |  |