

Hadleigh Baptist Church

Data Protection Complaints Process

Appendix 4

Hadleigh Baptist Church (“we”) take your privacy concerns seriously. If you have any concerns about the way your information is being handled, please contact Luke Frost (“Data Protection Lead”) without delay. Hadleigh Baptist Church can be contacted as follows:

- privacy@hadleighchurch.co.uk
- **Hadleigh Baptist Church, George Street, Hadleigh, Suffolk, IP7 5BE.**

We will carefully investigate and review all complaints and take appropriate action in accordance with Data Protection Legislation. We will keep you informed of the progress of our investigation and the outcome. If you are not satisfied with the outcome, you may wish to contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>.

Any complaint received by us must be referred to the Data Protection Lead who will arrange for an investigation as follows:

1. A record will be made of the details of the complaint.
2. Consideration will be given as to whether the circumstances amount to a breach of Data Protection Legislation and action taken in accordance with the Data Breach Procedure.
3. The complainant will be kept informed of the progress of the complaint and of the outcome of the investigation.
4. At the conclusion of the investigation, the Data Protection Lead will reflect on the circumstances and recommend any improvements to systems or procedures.

Policy Adopted Date: **21/05/2018**

Policy Review Date: **21/05/2019**

