

**VicAsset Advisors UK Limited and Affiliates**  
**Data Protection Complaint Form**

Please use this form if you wish to make a data protection complaint about how we have handled your personal data (or the personal data of another person if you are acting on their behalf). We will acknowledge receipt of your complaint within 30 days of receiving it, and will keep you informed whilst we investigate and respond to your complaint.

For any complaints that are not data protection related, please contact us at [compliance@vicasset.com](mailto:compliance@vicasset.com).

**Section 1 - Your details**

Full name

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Email address

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Telephone number (optional)

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Postal address (optional)

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Preferred contact method

☐ Email   ☐ Telephone   ☐ Post

**Section 2 - Acting on behalf of another person**

Are you completing this form on behalf of another individual?

☐ Yes

☐ No

If yes, please provide the following details:

Name of the individual

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Your relationship to that individual

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### **Section 3 - Location**

Which of our offices or locations does the complaint relate to?

☐ United Kingdom

☐ Spain

☐ Hong Kong

☐ India

☐ Shanghai

☐ I'm not sure

### **Section 4 - Details of the complaint**

Please explain your data protection complaint in as much detail as possible. Include, where relevant: what happened and when; the office, department, team or individual involved (if known); and any correspondence or reference numbers that may help us investigate your concerns.

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## **Section 5 - Relevant dates and previous correspondence**

Date on which the issue occurred

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Date on which you became aware of the issue

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Have you previously raised this issue with us?

☐ Yes   ☐ No

If yes, please provide details:

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## **Section 6 - Supporting evidence**

If you have any documents that may assist us in investigating your complaint (such as emails, letters, screenshots, marketing communications), please let us know below. We may contact you to request further information if required.

Details of relevant documents:

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## **Section 7 - Declaration**

I confirm that the information provided in this form is accurate and complete to the best of my knowledge.

Name

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Date

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