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# Sample form: Consent form for person making a complaint

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consent** form I, [insert full name of service user making the complaint], give permission to [insert name of your organisation] to investigate my complaint.  I understand that access to my personal information and/or relevant records will be needed to investigate and respond to my complaint and may be seen by the people involved in this process.  I agree that relevant personal information about me may be shared and gathered from the following organisations and agencies to help investigate and respond to my complaint:  [Add list of any organisations that may hold information and that should be contacted as part of an investigation and response to the complaint] My details  |  |  | | --- | --- | | Name | Click or tap here to enter text. | | Address | Click or tap here to enter text. | | Postcode | Click or tap here to enter text. | | Telephone numbers | Click or tap here to enter text. | | Email | Click or tap here to enter text. | | Date of birth | Click or tap to enter a date. | | Date | Click or tap to enter a date. | | Signature | Click or tap here to enter text. |   I understand that my personal information will be processed in line with UK data protection law.  My consent to share personal information is entirely voluntary and I understand that I may withdraw my consent at any time.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you have any questions about this form or the process, contact us at [provide tel no] or [provide email].  Please return this consent form as soon as possible so there is no delay in handling your complaint.  Please return to  [organisation to insert relevant address/email address and contact details] |