# FIT – GDPR COMPLAINT Form

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| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I am filing this complaint form (“Complaint”) in regard to FIT’s practices, policies, procedures, or compliance under the General Data Protection Regulation (GDPR). I understand that although FIT reviews and makes determinations regarding every Complaint received, FIT is not required to, and may not respond to every Complaint. Complaints may be made anonymously, including by employees who have a concern regarding policies and procedures or compliance with policies and procedures, but anonymous complaints should provide sufficient information to appropriately address the complaint.

Send the completed complaint form to FIT’s Data Protection Officer, [cybersafe@fitnyc.edu](mailto:cybersafe@fitnyc.edu). FIT will review your complaint, investigate the allegations as necessary, document its findings, and will endeavor to complete its review of your complaint within 30 business days from its receipt of the complaint. If corrective action is necessary as a result of the complaint, FIT will document and implement corrective measures. When appropriate in FIT’s discretion, you will be informed of any action(s) taken in response to the complaint.

My Complaint is:

Signature:

**FOR FIT USE ONLY**

Date Complaint received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person assigned to review Complaint (please print or type name):

Evidence/Exhibits considered:

Witnesses/Individuals interviewed:

Findings:

Action(s) recommended, if any:

Signature: Printed Name:

Title: Date: