Privacy Complaint Form

| **Personal details** | |
| --- | --- |
| First Name: | Last Name: |
| Phone number: | Email: |
| Postal address: | |
| I understand that HosPortal may need to disclose my personal information. | |
| Do you have someone you would like to represent you in your complaint? If Yes, provide details: | |
| **Details of your complaint** | |
| Provide details of your complaint:  [*Describe how you think your privacy has been interfered with. It will assist us if you can explain:*   * *What happened?* * *When it happened (include dates)?* * *What personal information of yours was affected?* * *Who did it (include names of individuals involved, if known)?* * *How and when did you find out about it?*   *The clearer your explanation is, the more easily we will be able to assist you.*] | |
| What action(s) would you like us to take to resolve your complaint? | |

HosPortal takes issues of privacy seriously. This form may be used to make a privacy complaint to HosPortal in relation to personal information. HosPortal will take all reasonable steps to respond to the privacy complaints within 30 days.

Please forward completed forms to **webadmin@hosportal.com**