

Complaints policy

If you have any concerns about how your information is handled, you should contact me, on the contact details you already have. If you wish to have access to your information, please contact me in writing to request access to your information, providing evidence of your identity, and I will respond to your request within one month. My response will normally be in the form of an appointment listing and a description of any personal data I hold.

If you are not satisfied with my response, you can contact the Information Commissioner's Office (ICO) in the following ways.

- **Website:** <https://ico.org.uk/global/contact-us/>
- **Phone:** 0303 123 1113
- **Textphone:** dial 18001 followed by 0303 123 1113

Please sign here to confirm that you have read and agreed with this policy.