

7 Important information about the documents you send

In most cases, we destroy any documents sent in connection with case reviews and service complaints after six months. You should only send us **copies** of these documents and make sure you keep the originals in case we need them later on.

If you cannot provide us with copies and you would like us to return your documents, please tick here.

You will need to make it clear each time you send us something if you would like us to return it to you.

8 Declaration

- To the best of my knowledge I have given you accurate information relating to this review request or service complaint.
- I understand that your policy is to destroy documents relating to reviews and complaints after six months. If I have sent supporting documents, I have clearly indicated those that you should not destroy and should return to me.

Signature Date

This declaration should be signed by the person requesting the review or making the complaint. If this is not possible, please explain why.

.....
.....
.....
.....
.....

9 Please now send your form to:

The Case Reception Unit
The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.