UVM Privacy Complaint
Printable Form

Use this form if filing a privacy complaint. A complaint is an expression of dissatisfaction with a situation or the behaviors of an employee. Please see our website for a description of a complaint versus an incident or a violation.

**INSTRUCTIONS:** Fill out each question as thoroughly as possible. All questions marked with an * are required. If more space is needed, please attach a separate page.

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Your first &amp; last name:</em></td>
</tr>
<tr>
<td>2. Title, Position or Affiliation:</td>
</tr>
<tr>
<td>3. College, School or Department:</td>
</tr>
<tr>
<td>4. <em>Email Address:</em></td>
</tr>
<tr>
<td>5. Phone Number:</td>
</tr>
<tr>
<td>6. Can we text you at this number? ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Violation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. <em>When do you believe the incident occurred (dates)? If unknow, write “unknown”:</em></td>
</tr>
</tbody>
</table>
| 8. *Are you filling this form out on behalf of someone else? ☐ Yes ☐ No*
  *If yes, who is that person (name):* |
  *If yes, what is your relationship to that person:* |
| 9. *Who do you believe violated the privacy rights? (Be specific – individual’s name, department, UVM affiliate, etc.) If unknown, write “unknown”:* |
  Name: _____________________________
  Address: ___________________________
  Phone Number: _____________________
  Email Address: _____________________ |
| 10. Please describe how and why you believe the privacy rights were violated. Give as many details as possible:__________ |

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name: _____________________________</td>
</tr>
<tr>
<td>Signature: _____________________________</td>
</tr>
<tr>
<td>Date: _____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mail Form To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via Email: <a href="mailto:privacy@uvm.edu">privacy@uvm.edu</a></td>
</tr>
<tr>
<td>Regular Mail: University of Vermont</td>
</tr>
<tr>
<td>Office of Compliance &amp; Privacy Services</td>
</tr>
<tr>
<td>ATTN: Chief Privacy Officer</td>
</tr>
<tr>
<td>284 East Ave.</td>
</tr>
<tr>
<td>Burlington, VT 05405</td>
</tr>
</tbody>
</table>