# 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.

## Contact Information

1. *Your first & last name:*

2. Title, Position or Affiliation:

3. College, School or Department:

4. *Email Address:

5. Phone Number: ____________________________
   - [ ] Home
   - [ ] Cell
   - [ ] Work

6. Can we text you at this number?  
   - [ ] Yes
   - [ ] No

## Violation Information

7. *When do you believe the incident occurred (dates)? If unknow, write “unknown”.*

8. *Are you filing 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: __________

## Signature

Printed Name: ____________________________

Signature: ____________________________

Date: ____________________________

## Mail Form To:

Via Email: privacy@uvm.edu

Regular Mail: University of Vermont  
Office of Compliance & Privacy Services  
ATTN: Chief Privacy Officer  
B159, Billings Library  
48 University Place  
Burlington, VT 05405