**LABORATORIO PROVE MATERIALI**

**LPM/MOD.00.029**

**rev. 0 of 01.02.2022**

**COMPLAINT FORM**

Filling in the form is recommended to allow a quick start of the procedure for handling your complaint.

The complaint is to be understood as an expression of dissatisfaction on the part of the customer or other interested party with regard to the service offered and / or received by the Laboratorio Prove Materiali del Politecnico di Milano as a Certification Body.

The form, duly signed, and any attached documentation must be sent to **Laboratorio Prove Materiali del Politecnico di Milano** at the following e-mail address:

[cemarking-lpmsc-aricid@polimi.it](mailto:cemarking-lpmsc-aricid@polimi.it)

|  |  |
| --- | --- |
| **Complainant’s data** | |
| Name |  |
| Surname |  |
| In the capacity of |  |
| Company |  |
| Address |  |
| Postal code - City |  |
| Telephone |  |
| E-mail |  |

|  |
| --- |
| **Detailed description of the complaint** |
|  |

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| **Attached documents (indicate no. and title of the document)** |
|  |

Brief information on the processing of personal data pursuant to Regulation (EU) no. 2016/679 – GDPR .

Pursuant to art. 13 and 14 of the GDPR, the data will be processed for institutional and administrative purposes only. The data collected will be kept only for the time necessary to fulfill the indicated purpose, unless otherwise required by law. Your data will NOT be disclosed to any operator, or to any third party, nor will it be disseminated, neither in Italy nor abroad, but may be made accessible to third parties only within the limits and in the manner prescribed by current legislation.

You may at any time request the integration, portability, rectification and possibly erasure of the data provided, pursuant to articles 15 to 22 of the GDPR.

Date ……………………………………… Signature……………………………………....