

COMPLAINTS AND SUGGESTIONS FORM**1. PERSONAL DETAILS**

First Surname	Second Surname
Name	ID
Address	
Town	Province
E-mail	Telephone

2. BODY OR SERVICE GIVING RISE TO COMPLAINT

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3. TEXT OF COMPLAINT/SUGGESTION

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4. PLACE, DATE AND SIGNATURE

In

On

Signature

The personal data given here will be processed by the UAH for appropriate academic administration of UAH students in order to maintain their academic records and inform them of their marks and of the academic events and services offered and used by the University, as well as for statistical purposes. These data will not be disclosed except as provided for by law. The body responsible for the processing of personal data is the General Secretariat, before whom interested parties may exercise their rights to access, rectify, cancel and contest the information held by applying in writing (Colegio de San Ildefonso, Plaza San Diego, s / n. 28801 – Alcalá de Henares, Madrid) or by email (secre.gene@uah.es). Please note that anonymous complaints or suggestions will not be processed and that complaints made will under no circumstances be regarded as administrative appeals or bring to a halt the times in current legislation for lodging such appeals.

ANONYMOUS COMPLAINTS OR SUGGESTIONS SHALL NOT BE PROCESSED