



29655 Northwestern Hwy.  
Southfield, MI 48033  
(248)-784-1021  
<http://www.secure-24.com>

## Privacy Inquiry or Complaint Form

### Contact Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*Country City Postal Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you filing this inquiry or complaint for someone else? YES  NO

If Yes, whose privacy rights do you believe were violated?

Full Name: \_\_\_\_\_

Is your inquiry or complaint regarding information collected for internal Secure-24 business, for a client or vendor of Secure-24, or other source? Please specify which business or venue is involved.

Business or venue: \_\_\_\_\_

**Please briefly describe the issue you would like us to investigate. Tell us how and why you believe your (or someone else's) privacy rights were violated, what type of information might have been violated, if a privacy principle was violated, or describe your inquiry into our policy. (Attach additional pages as needed)**

**Tell us what action you would like Secure-24 to take to resolve your inquiry or complaint**

**Disclaimer and Signature**

*To investigate your inquiry or complaint, Secure-24 may need to collect or receive material and information about you, including confidential privacy information relevant to its investigation of your inquiry or complaint. I acknowledge that not providing such requested information could impede the investigation of my inquiry or complaint and may result in the closure of my case. Secure-24 will treat all information provided in the course of its investigation as confidential privacy data and will take reasonable precautions to protect and secure the integrity of such data.*

*Upon receipt of your inquiry or complaint, Secure-24 will either contact you for additional information to investigate the inquiry or complaint, or issue Secure-24's decision on the case within 30 days. I understand that if I do NOT respond to the additional information request or respond to the decision with intentions for further negotiation within 5 business days, my case will be closed. If an inquiry, complaint, or dispute cannot be resolved through Secure-24's internal process, Secure-24 agrees to dispute resolution using (an independent resource mechanism) as a third party resolution provider.*

*I have read the above disclaimer and consent to the processing of my personal data as stated above:*

*I have read the above disclaimer and do NOT consent to the processing of my personal data as stated above:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission of Complaint**

To submit your inquiry or complaint, please submit an email to [PrivacyNotice@secure-24.com](mailto:PrivacyNotice@secure-24.com) asking to open a case. Secure-24's Privacy Manager will contact you through email and ask you to submit this form as an attachment. Alternatively, you may print and mail this completed form to: Attn: Brian Herr, Chief Security Officer / Privacy Officer, Brian Kaetz, Governance, Controls & Privacy Manager, 26955 Northwestern Highway, Suite 200, Southfield, MI 48033.