



### COMPLAINT/SUGGESTION FORM

In accordance with the provisions of Ley 15/1999 of December 13, Protección de datos personales (Law on protection of Personal Data), all data provided will be used confidentially for the purposes of processing your complaint or suggestion. You may exercise your right of access, rectification, cancellation and opposition before the Consejo Superior de Investigaciones Científicas.

#### PERSONAL DATA

Name (\*) \_\_\_\_\_

Surnames (\*) \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Town \_\_\_\_\_ Province \_\_\_\_\_

Identity Card Number \_\_\_\_\_ Phone(\*) \_\_\_\_\_

Email (\*) \_\_\_\_\_

Body you represent and your position (if applicable) \_\_\_\_\_

\_\_\_\_\_

#### DETAILS

COMPLAINT ☐

SUGGESTION ☐

Centre or Unit where the incident occurred (\*) \_\_\_\_\_

Date of incident (\*) \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for the complaint/suggestion

(\*) Required

The complaint or suggestion may be submitted by postal mail to: Unidad de Calidad e Innovación del CSIC, calle Pinar 25, 28006 Madrid, Spain. It may also be submitted electronically using the form at <https://sede.csic.gob.es>. The CSIC's Quality and Innovation Unit will inform you of the actions taken within twenty working days (in accordance with Article 16.1 of RD 951/2005). If notification is not received, you may enquire at the Inspección General de Servicios del Ministerio, (artº16.3 of RD 951/2005).

**Important:** Complaints will not, in any circumstances, be considered an administrative appeal, or lead to suspension of deadlines established in the rules governing interpretation of such appeals.

Date and signature: