



[Mr/Mrs] [First name; Surname]  
[Full official address]

[e-mail address] (optional)

Copenhagen,  
Ref.: EEA/D/

Subject: Complaint No [xxx]

Reference: Your [letter/fax/e-mail] dated [xxx]

[Mr/Mrs] [Surname],

Your complaint pursuant to Article 90 [(1)/(2)] of the Staff Regulations and of the Conditions of Employment of Other Servants has been registered by the Human Resources Management Group under reference No [xxx] on [date].

Please be informed that the Human Resources Management Group of EEA is responsible for handling your complaint and you may address it in writing any additional information you may have.

You shall be notified of the Appointing authority reasoned decision within four months from the date on which the complaint was lodged. If at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it, against which you may lodge an appeal under Article 91 of the Staff Regulations and the Conditions of Employment of Other Servants.

Any personal data disclosed in your complaint will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individual with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your personal data will be processed solely for the purpose of the administration and management of your complaint. With a view to establish the facts and compile a reply by the Appointing Authority, your data are transferred to the EEA legal services. If you have any queries concerning the processing of your personal data, you may address them to the Human Resources Management Group. You have the right of recourse at any time to the European Data Protection Supervisor for relating to the processing of your personal data.

Yours sincerely,

[Signature]