[Your full address]

 [Your phone number]

 [Date]

[Name and address of the organisation]

Dear [Sir or Madam / name of the person you have been in contact with]

**Data-protection complaint**

[Give details of how the organisation has collected your data]

I am concerned that you have not handled my personal information properly. Instead of asking for my sex (male or female) you have asked for [details of their gender/gender identity question].

Sex means whether someone is male or female (a man or a woman). This is not sensitive information. Some people believe that everyone has an inner “gender identity”, that is a “deeply felt internal and individual experience of gender”. This is not a concept that is recognised in UK law or defined by the UK government. It is likely to be sensitive information. Asking about gender identity instead of sex, or conflating the two, is not good practice in line with data-protection principles.

I can confirm that female/male is the correct answer to a question about my sex, not my “gender” or “gender identity”.

Please can you confirm:

* whether this question is intended to collect information on sex or gender identity
* for what purpose the information is used
* whether you will correct your database to correctly record my sex in a field that accurately records sex.

I understand that before reporting my complaint to the Information Commissioner’s Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my complaint to the ICO, I will send it a copy of your response to consider.

You can find guidance on your obligations under information-rights legislation on the ICO’s website (www.ico.org.uk) as well as information on its regulatory powers and the action it can take.

You can also read good-practice guidance published by Sex Matters on this particular question: www.sex-matters.org/posts/publications/data-matters/

Please send a full response within 30 days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully / sincerely

[Signature]