Data Protection Complaint form

Your name	
Relationship to school	
Email address	
Telephone number	
Date of incident	

Type of complaint

My personal data has been shared unlawfully	☐
The school holds inaccurate data about me/my family	☐
I am unsatisfied by the response to my Subject Access request	☐
I am concerned about a potential data breach	☐
I object to how my data is being used	☐
Other – please specify	☐

Please describe what happened including relevant details and staff members	
Please describe your desired outcome	
If you are acting on behalf of a pupil we may require photographic identification and evidence of authority to share. Please explain the nature of your relationship to the pupil here	

Please be aware that we have 30 days to respond. We adhere with our complaints policy and inform you via our privacy notice which can be found on our website. More information about data protection complaints can be found at www.ico.org.uk

Signature:	
Date:	