

## 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	<input type="checkbox"/>
The school holds inaccurate data about me/my family	<input type="checkbox"/>
I am unsatisfied by the response to my Subject Access request	<input type="checkbox"/>
I am concerned about a potential data breach	<input type="checkbox"/>
I object to how my data is being used	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>

*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](http://www.ico.org.uk)

Signature:

Date: