

DATA PROTECTION COMPLAINT FORM



School Details

School Name: _____

Address: _____

Telephone: _____

Email: _____

1. Complainant Details

Full Name: _____

Relationship to school (e.g. parent/carer, staff member, visitor):

Child's Name (if applicable): _____

Contact Number: _____

Email Address: _____

Preferred method of contact: ☐ Phone ☐ Email ☐ Post

2. Complaint Details

Please describe your data protection concern or complaint:

(Include what personal data is involved, what happened, and where/when it occurred)

3. Type of Issue (tick all that apply)

- ☐ Personal data shared without consent
- ☐ Incorrect or inaccurate data held
- ☐ Loss or breach of data
- ☐ Concerns about how data is stored or used
- ☐ Subject access request concern
- ☐ Other (please specify): _____

4. Date(s) of Incident

Date(s) of concern: _____

Date you became aware: _____

5. Actions Already Taken

(Please outline any steps you have already taken or who you have spoken to)

6. Desired Outcome

(What would you like the school to do to resolve this issue?)

7. Supporting Evidence

(Please list any documents/evidence attached)

8. Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Signature: _____

Name: _____

Date: _____

For School Use Only

Date received: _____

Received by: _____

Complaint reference number: _____

Investigation Details

Investigating officer: _____

Date investigation started: _____

Outcome:

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Referred to ICO (if applicable): ☐ Yes ☐ No

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