#### Data Protection Complaint Form

Please use this form if you consider that your personal data, or that of a child for whom you hold parental responsibility, is not being correctly stored, processed, used, or shared.

It may be necessary to confirm your identity.

You have a right to request details of how personal data is used or not used, if you feel that it should be erased or deleted if you think that the details and data held is wrong or if it should not have been collected in the first place.

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| **Your name:** |
| **Pupil’s name** (if applicable)**:** |
| **Your relationship to the pupil** (if applicable)**:** |
| **Address:**  **Postcode:**  **Preferred telephone no: Alternative telephone no:**  **Email address:** |
| **Please give details of your personal data management query or complaint.** |
| **What action, if any, have you already taken to try and resolve this?** |
| **What would you like to happen?** |
| **Paperwork attached: YES / NO**  **If YES, details of paperwork provided:** |
| **Authority to share information.**  **Declaration**  I, [INSERT NAME: ] confirm that I give consent to share personal data that is relevant to the complaint with the investigator and with any panel that may be convened to deal with the complaint. |
| **Signature:**  **Date:** |