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# Data Protection Complaint Form

Parwich Primary School

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## Your Right to Make a Data Protection Complaint

Under data protection law, you have the right to raise a complaint if you believe that your personal data has not been handled in accordance with the UK General Data Protection Regulation (UK GDPR) or the Data Protection Act 2018. This includes concerns about how your personal data has been collected, used, shared or stored.

We are committed to protecting your personal data and handling any concerns fairly and transparently. Please use this form to raise a data protection complaint.

Please note that the use of this form is not mandatory for the submission of a complaint. However, completing this form and providing as much information as possible will help us to understand your concerns fully and ensure they are considered appropriately.

## Section 1: Your Details

About yourself (Please use block capitals and black ink). This information will help us identify any relevant records and effectively process the complaint.

|                                               |  |
|-----------------------------------------------|--|
| Title<br><br>(Mr /Mrs /Miss /Ms /Dr /Rev etc) |  |
|-----------------------------------------------|--|

|                                               |  |
|-----------------------------------------------|--|
| Surname/Family Name                           |  |
| First Name(s)                                 |  |
| Maiden/Formers Name(s)<br><br>(if applicable) |  |

|                                        |  |
|----------------------------------------|--|
| Home Address<br><br>(Include Postcode) |  |
|----------------------------------------|--|

|                                                                    |  |
|--------------------------------------------------------------------|--|
| Relationship with the school<br>(e.g. parent, teacher,<br>student) |  |
|--------------------------------------------------------------------|--|

|                          |  |
|--------------------------|--|
| Contact telephone number |  |
| Contact e mail address   |  |

## Section 2: Details of Your Complaint

What is your complaint about?

*If your complaint relates to a Subject Access Request or Personal Data Breach, please reference this here.*

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|                                                                                    |  |
|------------------------------------------------------------------------------------|--|
| Who does this complaint relate to? (e.g. yourself, your child, another individual) |  |
|------------------------------------------------------------------------------------|--|

|                                                |  |
|------------------------------------------------|--|
| Your Relationship to them (e.g. parent, carer) |  |
|------------------------------------------------|--|

|                          |  |
|--------------------------|--|
| Relevant dates and times |  |
|--------------------------|--|

Please describe what happened:

|  |
|--|
|  |
|--|

## Section 4: Supporting Information

Please provide any supporting evidence (e.g. emails, letters, screenshots):

## Section 5: Outcome Sought

What would you like us to do to resolve your complaint?

## Section 6: Preferred Method of Communication

|                                                              |  |
|--------------------------------------------------------------|--|
| Preferred contact method (Email / Telephone / Post / Other): |  |
|--------------------------------------------------------------|--|

## Section 8: Declaration

|           |  |
|-----------|--|
| Name      |  |
| Signature |  |
| Date      |  |

## Submit Your Complaint

Please return this form to:

Headteacher or Data Protection Officer  
Parwich Primary School  
Parwich  
Ashbourne  
Derbyshire  
DE6 1QJ  
[info@parwich.derbyshire.sch.uk](mailto:info@parwich.derbyshire.sch.uk)

Alternatively, you may contact the Data Protection Officer directly at:  
[dpforschools@derbyshire.gov.uk](mailto:dpforschools@derbyshire.gov.uk)

## What Happens Next

We will acknowledge your complaint within 30 days, investigate without undue delay, and provide a formal outcome once complete.

## Further Information

If your complaint includes matters not related to data protection, these may be handled under the school's general complaints procedure.