



Data Protection Complaint Form

Aston-on-Trent Primary School

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.

Appendix 1: Data Protection Complaint Form

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 (Mr /Mrs /Miss /Ms /Dr /Rev etc)	
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Surname/Family Name	
First Name(s)	
Maiden/Former Name(s) (if applicable)	

Home Address (Include Postcode)	
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Relationship with the school (e.g. parent, teacher, student)	
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Contact telephone number	
Contact e mail address	

Appendix 1: Data Protection Complaint Form

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)	
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Your Relationship to them (e.g. parent, carer)	
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Relevant dates and times	
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Please describe what happened:

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Appendix 1: Data Protection Complaint Form

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):	
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Section 8: Declaration

Name	
Signature	
Date	

Submit Your Complaint

Please return this form to:

Headteacher or Data Protection Officer
Aston-on-Trent Primary School
Long Croft, Aston-on-Trent, Derby, DE72 2UH
enquiries@aston-on-trent.derbyshire.sch.uk

Alternatively, you may contact the Data Protection Officer directly at:
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.