

Blackrod Primary School

Data Protection Complaints Form

A Data Protection complaint is a concern about how your personal data or data protection rights have been handled. As a School we take UK GDPR and DPA 2018 obligations seriously and aim to resolve issues promptly. It would be appreciated if you could use this form to submit your complaint to our DPO: gill@mindography.co.uk /

Headteacher Mrs Mead: office@blackrod.bolton.sch.uk

This form is for data protection matters only. For general School complaints, please refer to the School's Complaints Policy on our website

Process and timescales

- We will provide a response to your complaint within 30 days, investigate promptly, and keep you updated.
- We may need to verify your identity or request further information. Some details may be withheld to protect confidentiality and legal privilege.
- For more information see our Data Protection [Complaints Policy](#).

Personal Data Collection

- Your personal data will be used only for processing this complaint and not shared with third parties unless legally required.
- The personal information that you provide will be processed in line with the School privacy policy and privacy notices for the purposes of investigating this complain. Please refer to our website: [GDPR](#)
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If you are not satisfied

If you are not satisfied with our response, you can escalate the matter to the UK Information Commissioner:

Website link: <https://ico.org.uk/make-a-complaint>

Telephone: 0303 123 1113.

Address: Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF.

1. Full name		
2. What is the name of the person the complaint refers to (if different from above)?		
3. Contact details (email address, postal address, etc)		
4. What is the main subject of your complaint? (please tick)	Subject Access Request	
	Individual rights	
	Privacy notice	
	Sharing/disclosure of data	
	Retention	
	General personal data handling	
	Personal data breach	
	Not keeping information secure	
	Inaccurate/incomplete information	
	Other (please specify)	

5. Please summarise your concern(s) including relevant dates, details, communications and/or individuals involved		
6. Supporting evidence (please tick)	I have attached relevant documents/emails/screenshots	
	There are no relevant documents/evidence to attach	
7. What outcome or resolution are you looking for (e.g. correction of data, explanation, apology, assurance of future compliance) (optional)?		

Please send this completed form to: office@blakrod.bolton.sch.uk