Data Subject Rights – Query Form

Please use this form and return to the school office if you consider that your personal data, or that of a child for who 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.

Name:
Pupil's name (if applicable):
Relationship to the pupil (if applicable):
Address: Postcode: Daytime telephone number: Evening telephone number:
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?
Are you attaching any paperwork? If so, please give details.
Signature:
Date: