

# Townley Grammar School

## Data Protection Complaint Form



In accordance with the Data (Use and Access) Act 2025, individuals must raise data protection concerns directly with the school before escalating to the Information Commission.

If you wish to raise a complaint, please complete this form and email it to [data@townleygrammar.org.uk](mailto:data@townleygrammar.org.uk)

We will acknowledge this complaint within 30 days and investigate without undue delay.

### Section 1: Your Details

Full Name:

Relationship to School:

(e.g., Parent, Staff, Student, Governor)

Email Address:

Phone Number:

### Section 2: Nature of the Complaint

#### What is your concern regarding? (Tick all that apply)

- My personal data has been shared unlawfully.
- The school holds inaccurate information about me/my child.
- I am unhappy with the response to my Subject Access Request (SAR).
- I am concerned about a potential data breach or loss of information.
- I object to how my data is being used (e.g., by an AI tool or for marketing).
- Other (Please specify):

### Section 3: Details of the Issue

Please describe what happened, including relevant dates and any staff members involved.  
(The more detail you provide, the faster we can investigate).

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### Section 4: Desired Outcome

What would you like the school to do to resolve this matter?  
(e.g., an apology, correction of data, an explanation of a decision).

### Section 5: Identification (If required)

To protect your privacy, we may need to verify your identity. If you are complaining on behalf of a child or another person, please confirm your authority to do so (e.g., Parental Responsibility). We may still ask for proof of identity.

I confirm I am the data subject.

I am acting on behalf of (Name):  
and have the legal right to do so.

Signature:

Date:

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