

Data Protection and UK GDPR

Data Subjects Rights Queries

You may use this form if you/a child you hold parental responsibility for, has data that has been stored, processed, used, or shared incorrectly by Dale Community Primary School and/or Stonehill Nursery School.

It may be necessary for us to confirm your identity before processing your request.

You have a right to request details of how personal data is used or not used.

If you feel that

- (a) data we hold should be erased or deleted,
- (b) details and data we hold are wrong or
- (c) the data should NOT have been collected in the first place

Please complete the request form below and pass on to a member of the administration team at Dale or Stonehill.

Your name:
Pupil's name <i>(if relevant)</i> :
Your relationship to the pupil <i>(if relevant)</i> :
Address:
Postcode:
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:

OFFICIAL USE ONLY - ONE CALENDAR MONTH ACTION DEADLINE

Date acknowledgement sent:

By who:

Matter referred to DPO on:

Internal actions agreed:

Date for review: