Federation of Savile Town &

Thornhill Lees CE (VC) Infant and

Nursery Schools

Data Protection Complaints Form

2026/2027

Policy owner	
Last update	June 2026
Date updated	June 2026
Approved by Trust Board	
Next review	September 2027

Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
October 2025	1.1	New Form	M Keeffe - DPO	

Data Protection Complaint Form

Please complete this form if you believe your data protection rights have been violated. All fields marked with * are required.

Your Details

Full Name*:

_____

Email Address*:

_____

Phone Number:

_____

Relationship to Company* (Current Employee, Former Employee, Contractor, Other):

_____

Details of Your Complaint

Describe your complaint in detail*:

_____

Date(s) of Incident(s):

_____

Location (if relevant):

_____

Names of any staff involved (if known):

_____

Have you raised this issue with anyone at Thornhill Lees and Savile Town Federation before?* (Yes/No):

_____

If yes, please provide details (who, when, outcome):

Desired Outcome

What outcome are you seeking?

Supporting Evidence

Upload any supporting documents (optional):

Declaration

☐ I confirm that the information provided is accurate to the best of my knowledge.*

Privacy Notice

Your information will be used solely for the purpose of investigating and responding to your data protection complaint. For more information, see our Privacy Notice here.
