



## Data Subject Rights - Contact Form

All data subjects have rights, and we have detailed these on the UK GDPR/Data Protection section of our school website. We take great care to ensure that we are carefully managing your rights and that the data we hold is correct.

If, however you feel that school are not properly managing any of the Rights set out on our webpage, or if any of the information that we hold is inaccurate, should not be kept, or should be amended, then please use this form to let us know.

<b>Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Nature of your complaint and what action you feel we can take to resolve this:</b> (Please give as much detail as possible)	

Please return this form to the school office for the attention of the Data Protection Co-ordinator, or by email to [info@st-andrews-pri.derbyshire.sch.uk](mailto:info@st-andrews-pri.derbyshire.sch.uk).

We will respond within 28 days of receiving this form, and we will give our reasons in writing for any decision we make.

If you are not happy with our decision, you can ask us to review this decision and you can also request that this decision is reviewed by our Data Protection Officer. You can also make a complaint by following our complaints procedure which can be found on our website, or you can make a referral to the Information Commissioner whose details can be found at <https://ico.org.uk/> or by phone 0303 123 1113.

**A paper copy of this form or any of the information referred to in this form can be obtained by contacting the school office.**

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**Office Use:**

Data Form Received:.....

Received by:.....