

Data Protection Complaints Form

The UK GDPR and the Data Protection Act 2018 give you the right to raise a concern or make a complaint about the way the organisation processes your personal data, handles your request, or otherwise complies with data protection law. Please note that data protection complaints are separate from the Group's general complaints process.

Business Details

Detail the name of the business within the Group that you are making a data protection complaint to.

Business Name:	
Point of Contact:	<i>Name of contact within the business</i>
Job Title:	
Email Address:	

Data Subject Details

This is the person whose personal data you are making a complaint about.

Full Name:	
Date of Birth:	
Contact Details:	<i>Email and/or phone number.</i>
Relationship to the Group:	<i>E.g. staff member, educator, supplier, contractor – include business name they are associated with.</i>
Date of Request:	
Proof of Identity:	<i>Provide proof of identity – e.g. a birth certificate, passport, driving licence or official letter showing name and address. If known to the Group, please describe the relationship to help verify identity.</i>

Complainant Details (if applicable)

Complete this section if you are not the data subject: -

Full Name:	
Contact Details:	<i>Email and/or phone number.</i>
Proof of Identity:	<i>Provide proof of identity – e.g. a birth certificate, passport, driving licence or official letter showing name and address. If</i>

	<i>known to the Group, please describe the relationship to help verify identity.</i>
Authorisation to Act on Behalf of Data Subject:	<i>Provide proof you are authorised to act on behalf of the data subject – e.g. signed letter of authority, power of attorney or evidence of parental responsibility.</i>

Details of Complaint

Please describe your concern.	<i>Include as much detail as possible - categories of data, document titles, time periods, locations, names, references, copies of any relevant correspondence or documents if available, etc.</i>
Have you previously raised this concern with the Group?	☐ Yes ☐ No <i>If yes, please provide the date and to whom it was reported.</i>
What outcome are you seeking?	

Who to send the form to?

Please send the completed form and any supporting documents to the appropriate contact: -

- Data subject is a staff member – email peoplehub@supportingeducation.com.
- Data subject is an educator – email educatorhub@supportingeducation.com.
- For all other data requests contact your business's point of contact
- If you are unsure who to send your request to, email dataservices@judicium.com.

We will acknowledge your complaint within 30 calendar days of receipt and will aim to provide you with a full response as soon as reasonably practicable.

Acknowledgement and Declaration

- ☐ I confirm that the information provided in this form is accurate to the best of my knowledge.
- ☐ I understand that the organisation may need to contact me to clarify details and may need to verify my identity before investigating.

Signature: _____ Date: _____