

DUAA 2025 Complaints Form

Form to raise concerns about how your personal data is handled		
Complainant Details	Full Name	
	E-mail address	
	Phone number (optional)	
	Postal address (optional)	
Nature of the Complaint	What is your complaint about? (e.g. data breach, inaccurate data, SAR delay)	
	When did the issue occur?	
	Which part of the school is involved?	
Details of the Complaint	Please describe what happened	
	How has this affected you?	
	Have you contacted the school about this before? (Yes/No)	
	If yes, please provide details	
Supporting Documents	Upload any relevant documents (e.g. correspondence, screenshots)	
Preferred Outcome	What would you like us to do to resolve your complaint?	
Declaration	I confirm that the information provided is accurate to the best of my knowledge”	Signature
Date		