

## Data Protection Complaints Form

You can use this form to raise a concern about how we have handled your personal data or responded to a data protection request (for example, a request to access, correct, or delete your data). You can also raise your concern by emailing us at [admin@plymouthcast.org.uk](mailto:admin@plymouthcast.org.uk) or sending a letter to us at **Plymouth CAST, c/o St Boniface's Catholic College, 21 Boniface Lane, Manadon, Park, Plymouth PL5 3AG**.

Plymouth CAST takes privacy concerns seriously and will investigate all complaints fully, in line with our responsibilities under the UK data protection laws. For information about how we handle personal data, see our [Privacy Notice](#).

### 1. Your Details

- **Full name:**
- **Email address:**
- **Telephone number (optional):**
- **Postal address (optional):**

This information helps us verify your identity and contact you about your complaint.

### 2. Details of Your Concern

- **Please describe your concern:**  
*(Include as much detail as possible, eg what happened, when it happened, and how you believe your data protection rights have been affected.)*
- **Which of your rights do you believe may have been impacted?**
  - Right to access your data
  - Right to rectification
  - Right to erasure
  - Right to restriction
  - Right to object
  - Right to data portability
  - Other (please specify): [        ]
- **Have you previously contacted us about this issue?**
  - Yes     NoIf yes, please provide any reference number, contact person, or date of communication.

### 3. Supporting Information

- **Please upload any relevant documents (optional):**  
*(For example, copies of previous correspondence, responses, or reference numbers.)*

### 4. Desired Outcome

- **What outcome would you like to see?**  
*(For example, an explanation, a correction to your data, an apology, or an assurance that changes will be made.)*

## 5. What Happens Next

We will acknowledge receipt of your complaint within five working days and aim to provide a full response within 30 days of acknowledgement. If our investigation is going to take longer, we will notify you of this and shall provide the outcome of your complaint without undue delay.

If you are not satisfied with our response to your complaint, you may contact the Information Commissioner's Office (ICO) for advice or to raise your concern: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)  
Telephone: 0303 123 1113. You can also pursue this through the courts.

## 6. Declaration

I understand that the personal information I have included on this form will be processed by you and may be shared with relevant third parties, to investigate and respond to my complaint.

**Signature / Name:**

**Date:**

**SUBMIT**