



Whitestone Infant School

Data Protection Complaint Procedure

In accordance with the Data (Use and Access) Act 2025, individuals must raise data protection concerns directly with the school before escalating before escalating to the ICO.

If you wish to raise a complaint, please complete this form and email it to admin2123@welearn365.com

We will acknowledge this complaint within 30 days and investigate without undue delay.

SECTION 1: Your Details

Full Name:

Relationship to school:
(e.g., Parent, Staff, Pupil, Governor)

Email address:

Phone number:

SECTION 2: Nature of Complaint

What is your concern regarding? (tick all that apply)

☐	My personal data has been shared unlawfully
☐	The school holds inaccurate information about me/my child
☐	I am unhappy with the response to my Subject Access Request (SAR)
☐	I am concerned about a potential data breach or loss of information
☐	I object to how my data is being used (e.g., by an AI tool or for marketing)
☐	Other (please specify)

SECTION 3: Details of the Issue

A clear, simple summary of what happened and what specific data protection rules you believe were breached.

Details of the Issue cont'd

Impact to you:

A brief description of any harm or distress the mishandling has caused you.

Desired outcome:

What you believe the school should do to resolve the situation.

By signing this complaint form I confirm that the information provided is accurate to the best of my knowledge: