



## Data Subject Rights Complaint Form

### About

Under the UK General Data Protection Regulation, the Data Protection Act 2018, and the Data (Use and Access) Act 2025, individuals have the right to complain if they believe their personal data has been handled unlawfully. The Information Commissioner's Office (ICO) recommends raising concerns with the organisation first, and we ask that you contact the College in the first instance so we can investigate and address the issue.

This form is for individuals wishing to make a formal complaint about the handling of personal data by St Peter's College, University of Oxford. Where possible, please raise the matter informally first. Alternatively, you may complete this form and submit it to the College's Archivist and Records Manager at [dataprotection@spc.ox.ac.uk](mailto:dataprotection@spc.ox.ac.uk). The College will aim to respond within 30 calendar days.

### How to complain to us

You can submit a data protection complaint using any of the following methods:

- Email: [dataprotection@spc.ox.ac.uk](mailto:dataprotection@spc.ox.ac.uk)
- Post: St Peter's College Archives, University of Oxford, New Inn Hall Street, Oxford, OX1 2DL

### Complaints made on behalf of others

If you make a complaint on behalf of another individual, we may need to verify both your identity and your authority to act on their behalf.

We may request:

- proof of your identity;
- proof of the individual's identity (where necessary); and
- written authorisation or other documentation confirming that you are permitted to act on their behalf.

We will only request information necessary to confirm identity and authority and will not ask for more information than is reasonably required.

### What you can expect from us

We will:

- acknowledge receipt of your complaint within 30 days;
- investigate your concerns fairly and thoroughly;
- keep you informed of progress; and
- provide a response without undue delay and, where possible, within one month.

If we require additional information (for example, to confirm your identity), we will request this as early as possible.

### Escalating your complaint

You have the right to lodge a complaint with the UK supervisory authority, the Information Commissioner's Office (ICO), at any time. However, we would appreciate the opportunity to address your concerns before you contact the ICO.

You can find more information about how to complain to the ICO on their website: [Make a complaint about how an organisation has used your personal information | ICO](#)



Have you contacted St Peter's College about this issue previously?

- Yes     No

If yes, please provide the date and outcome of that communication:

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**SECTION 4: Desired Outcome**

What outcome are you seeking?

- |  |  |
|--|--|
| <input type="checkbox"/> Access to personal data       | <input type="checkbox"/> Data portability        |
| <input type="checkbox"/> Correction of inaccurate data | <input type="checkbox"/> Objection to processing |
| <input type="checkbox"/> Erasure of data               | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Restriction of processing     |  |

**SECTION 5: Supporting Documentation**

Please attach any relevant documents or evidence:

- Correspondence with the College  
 Submitted access or deletion requests  
 Screenshots or written evidence  
 Proof of identity  
 Other:
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**SECTION 6: Declaration**

I declare that the information provided in this form is accurate and that I am the individual to whom the data relates, or am authorised to act on their behalf and have provided documentation which demonstrates this and proves my identity.

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

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Please submit this form to the College Archivist and Records Manager at [dataprotection@spc.ox.ac.uk](mailto:dataprotection@spc.ox.ac.uk) or by post to St Peter's College, University of Oxford, New Inn Hall Street, Oxford, OX1 2DL