



## **DATA PROTECTION**

### **SUBJECT ACCESS REQUEST**

Please provide me with the information about me that I am entitled to under the General Data Protection Regulations. This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing.

Name	
Relationship with the school	Pupil / Parent / Employee / Governor / Volunteer
Correspondence address	
Contact email	
Details of information requested	<p>Please provide me with:</p> <p>Insert the details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</p> <ul style="list-style-type: none"><li>• Your personnel file</li><li>• Your child's medical records</li><li>• Your child's behaviour record from date to date</li></ul>

If you need any more information from me, please let me know as soon as possible. Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and, in most cases, must supply me with the information within one month.

Please note: If you need any advice on the completion of this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk).