



Subject access request

Dear

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

In completing the table please be as precise as possible, for example:

- *Your personnel file*
- *Your child's medical records*
- *Your child's behavior record, held by [insert class teacher]*
- *Emails between 'A' and 'B' between [date]*

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	

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 1 month.

Yours sincerely,

Name