

Data Protection Subject Access Request

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.

| | |
|--------------------------------------|---|
| Name | |
| Relationship with the school | Pupil / Parent / Employee / Governor / Volunteer |
| Correspondence address | |
| Contact e-mail | |
| Details of the information requested | <p>Please provide me with: Insert 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"> • Your personnel file • Your child's medical records • Your child's behaviour record from date to date |

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.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk