



**Re: Subject Access Request**

Please provide the following information 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/a student for whom I am legally responsible, and verify the lawfulness of the processing.

Here is the necessary information:

<p><b>Name</b></p>	
<p><b>Relationship with the school</b></p>	<p>Please select: student / parent / employee / governor / volunteer Other (please specify):</p>
<p><b>If you are requesting information for a student as their parent/carer.</b></p>	<p>Student: (full name)  Student's Date of Birth:  Relationship to student:</p>
<p><b>Correspondence address</b></p>	
<p><b>Contact number</b></p>	

<b>Email address</b>	
<p><b>Details of the information requested</b></p> <p><i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <ul style="list-style-type: none"> <li>• <i>Your personnel file</i></li> <li>• <i>Student's medical records</i></li> <li>• <i>Student's behavior record</i></li> <li>• <i>Student's assessment record</i></li> <li>• <i>Emails</i></li> <li>• <i>Dates: from and to</i></li> </ul>	

(If the school requires further information in order to process your request, we will advise you as soon as possible. Under GDPR regulations, there are no charges levied to provide this information and, in most cases, the school is obliged to provide this information within one month of the request.)

Please sign and date

..... Date:.....