Date:

Dear Data Protection Officer

Re: 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.

Here is the necessary information:

|  |  |
| --- | --- |
| 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 | 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:*   * *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]* |

If you need any more information from me, please let me know as soon as possible.

Yours sincerely,