

**Re: subject access request**

Dear [Insert schools Name and Address]

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:	
Name of child:	
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:

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](http://www.ico.org.uk)

Yours sincerely,

[Name]

Signed ..... Date: .....