



## SUBJECT ACCESS REQUEST FORM

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/my child, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Name of child (if necessary)	
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 <i>[please continue on a separate sheet if necessary]</i>	Please provide me with: <i>[Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible e.g. my child's behavior record]</i>

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

Yours sincerely,

Name ..... Signature ..... Date .....