

Re: Subject Access Request

To: Barnes Primary School - for the attention of the Data Protection Officer

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation as follows:

Name	
Relationship with the school	Please select: parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: <i>[insert details of the information you want to help us to locate the specific information - please be as precise as possible, for example:</i> <ul style="list-style-type: none">• <i>My personnel file</i>• <i>My child's medical records</i>• <i>My child's behavior record, held by [insert class teacher]</i>• <i>Emails between 'A' and 'B' between [date] and [date]</i>
Date	

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

Yours sincerely
