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:  *[insert details of the information you want to help us to locate the specific information - please be as precise as possible, for example:*   * *My personnel file* * *My child’s medical records* * *My child’s behavior record, held by [insert class teacher]* * *Emails between ‘A’ and ‘B’ between [date] and [date]]* |
| **Date** |  |

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

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_