

Date:

Plaistow Primary School
Junction Road, Plaistow
London
E13 9DQ

Re: subject access request

Dear Mrs St Pierre,

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: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none">• 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.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, you 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

Yours sincerely,

(please sign request)