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St Edmund’s Catholic Primary School

Form for Submitting Access Requests

Re: subject access request

Dear Joanna Hannan,

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: Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example: 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 free 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

Yours sincerely,

Name