Mrs A Lackner

Data Protection Officer

Plashet School

Plashet Grove

London

E6 1DG

Date:

Dear Mrs Lackner

**Subject Access Request**

Please provide the information about me stated below that I am entitled to request 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 (in full)  |  |
| Relationship with the school  | Please circle:Student / Parent / Employee / Governor / Volunteer  |
|  | Other (please specify): |
| Correspondence address |   |
| Contact number(s)  |  |
| Email address  |  |
| Details of the information requested  | Please provide me with:Please insert below, details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:* Your personal file
* Your child’s medical records
* Your child’s behaviour record
 |

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, 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](http://www.ico.org.uk)

Yours sincerely

Signature: ………………………………………………………………………………………………….……………….

Name (please print): …………………………………………………………………………………………………….