

**LITTLE PLUMSTEAD CE VA PRIMARY SCHOOL**  
**SUBJECT ACCESS REQUEST**



To the Headteacher/Data Protection Officer

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/my child(ren), 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"> <li>• <i>My personnel file</i></li> <li>• <i>My child's medical records</i></li> <li>• <i>My child's behavior record, held by [insert class teacher]</i></li> <li>• <i>Emails between 'A' and 'B' between [date]</i></li> </ul>

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

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

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,

**Exclusive to The Key for School Leaders. Save time, work smarter, make a difference.**

The Key for School Leaders is the national information service that gives members instant answers to questions on all aspects of managing a school. We offer high-quality, impartial information from authoritative sources, and a wealth of practical resources, including template forms, case studies, and concise summaries of government policies and legislation.

To view the article explaining how to use this document, or to try the service, visit <https://schoolleaders.thekeysupport.com>

© The Key Support Services Limited. For terms of use, visit <https://schoolleaders.thekeysupport.com/info/terms-of-use>