



Appendix 4

Date:

Re: Subject Access Request

Dear Michelle McRae (Headteacher)

Please provide me with the information about me or my child that I am entitled to under the UK 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	<i>Please select: Pupil/Parent/Employee/Governor/Volunteer Other (please specify)</i>
Correspondence Address	
Contact Number	
Email Address	
Details of the Information Requested	<p><i>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:</i></p> <ul style="list-style-type: none"> • <i>My personnel file</i> • <i>My child's medical records</i> • <i>My child's behaviour record.</i> • <i>Confidential information held on the Child Protection Management System (CPOMS)</i> <p><i>(This information maybe redacted to ensure 3rd party privacy and safeguard sensitive information which could cause immediate harm if released, please see Data Protection Policy)</i></p> <ul style="list-style-type: none"> • <i>Emails between 'person A' and ' person B' between [dates]</i>



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

Yours sincerely,

FOR OFFICE USE

Verification of ID of Person asking for SAR

Type of ID Seen _____

ID Seen by _____

Date _____