[*Insert date*]

Data Controller

[*Insert academy address*]

Dear Data Controller

RE: SUBJECT ACCESS REQUEST

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:

Data subject (individual who the information is about)

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Date of birth |  |
| Year group (if child or young person) |  |

Individual making the request.

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Address |  |
| Email address |  |
| Contact phone number |  |
| Identification evidence provided (if required)  Valid identification includes:   * passport driving licence * two forms of utility bill within last 3 months B * bank statement of last three months * council tax bill * rent book |  |

Status of individual making the request

|  |  |
| --- | --- |
| Parent/carer with parent responsibility (PR) |  |
| Are you acting on their written authority (please provide a copy  of the consent) |  |
| Date of birth |  |
| If not the parent or with PR,  what is your role? |  |

Details of data 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* |

Declaration

I, ……………………………………………………, hereby request that [insert name school/academy] provide the data requested about me.

Signature:

Dated:

I, ……………………………………………………, hereby request that [insert name school/academy] provide the data requested about ………………………………………… [child’s name] on the basis of the authority that I have provided.

Signature:

Dated:

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 further advice on dealing with this request, you can contact the Data Protection Officer on 01626 248800 or email [dpo@lapsw.org](mailto:dpo@lapsw.org)

The Information Commissioner’s Office can be contacted on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)