



Re: Educational Record Request Form

(Please forward this to the school office marked for the attention of the Head Teacher or you can email it to office@st-josephs.havering.sch.uk.)

Attention: Head Teacher

Date:

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation.

Please complete in full:

Name	
Relationship with the school	Please select: Pupil / Parent Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	

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 15 days.

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:

Signature: