



Re: Subject Access Request Form

(Please send this into the school office marked for the attention of the Data Protection Officer or you can email it to dpo@st-josephs.havering.sch.uk).

Attention: Data Protection Officer

Date:

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:

Name	
Relationship with the school	Please select: Pupil / Parent Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: (be as precise as possible – see examples below *)

** Insert details of the information you want that will help us to locate the specific information. i.e your child's medical record, your child's behavior record, held by [insert class teacher], emails between 'A' and 'B' between [date].*

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 30 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: