



Form for submitting subject access requests

Loxwood Primary School
Nicholsfield
Loxwood
West Sussex
RH14 0SR

Date _____

Re: subject access request

Dear Mrs. Hannington

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 / 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">• 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]

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

Yours sincerely

(Please sign)