

"Round Oak School is a good school with outstanding behaviour and safety" - OFSTED 2013

Re: Subject Access Request

Dear School Data Protection Officer,

Please provide me with the information about me that I am entitled to under the General Data Protection Regulations. 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	
My relationship with the school	Please select: Pupil / Parent / Employee / Governor / Volunteer Other (please specify):
My correspondence address	
My contact number	
My email address	
Details of the information I would like: <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 <i>Emails between 'A' and 'B' between [date]</i>	Please provide me with:



Brittain Lane
Warwick
CV34 6DX

Kate Stevens
Head Teacher

School Office: 01926 423311
e-mail: admin7030@welearn365.com

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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 one month.

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,

