

## GDPR – Subject Access Request

To Mellers Primary School  
Norton Street  
Nottingham  
NG7 3HJ

Date:

**Re: Subject Access Request**

Dear Mrs Holton

Please provide me with the information about my child ..... in class ..... that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information that you are processing about him/her, and verify the lawfulness of the processing.

Here is the necessary information:

My Name is:	
My Relationship to the child is:	
Correspondence address:	
Contact number:	
Email address:	
Details of the information requested:	

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 1 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](http://www.ico.org.uk)

Yours sincerely,

(Parent please sign)