

## GDPR – Subject Access Request

To Mellers Primary School  
Norton Street  
Nottingham  
NG7 3HJ  
Date:

### Re: Subject Access Request

Dear Mrs Travis

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 which you will require in order to process my request:

|   |           |
|---|-----------|
| My Name is:   | Signature |
| My Relationship to the child is:<br><i>ID seen to evidence this</i> |           |
| 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 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)