

GDPR – Subject Access Request

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

Re: Subject Access Request

Dear Miss Bramley

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: <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

Yours sincerely,

(Parent please sign)