Hayfield School

Manor Drive

Upton

Wirral

CH49 4LN [Insert date]

**Re: subject access request**

Dear school,

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:  Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:  My personnel file  My child’s medical records  My child’s behavior record, held by [insert class teacher]  Emails between ‘A’ and ‘B’ between [date] |

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

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

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,

Mr L Comber

Head Teacher