

[Insert date]

Rowley Park Primary Academy  
Highfield Grove, Stafford  
ST17 9RF

**Re: subject access request**

Dear *Claire Gibbs*,

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:<br>Pupil / parent / employee / governor / volunteer<br>Other (please specify):  |
| Correspondence address               |  |
| Contact number                       |  |
| Email address                        |  |
| Details of the information requested | Please provide me with:<br><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"> <li>• <i>Your personnel file</i></li> <li>• <i>Your child's medical records</i></li> <li>• <i>Your child's behavior record, held by [insert class teacher]</i></li> <li>• <i>Emails between 'A' and 'B' between [date]</i></li> </ul> |

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,

[Name]