



WARNHAM CE PRIMARY SCHOOL

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Re: Subject Access Request

Dear Mrs Lisney,

Please provide me with the information about me/my child 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 school	Please select: Pupil / Parent / Employee / Governor / Volunteer Other – please specify:
Correspondence address	
Contact number	
Email address	
Details of the information requested, for example: <ul style="list-style-type: none"> Your personnel file Your child's medical records Your child's educational record held Emails between 'A' and 'B' between (date) 	Please provide me with:

I understand that the information will be provided within 40 days, reduced to 15 school days if the request includes any part of a child's educational record.

Yours sincerely

.....(please sign here)

(for office use only)

Date received.....Signature of Data Protection Officer.....