

Acomb First School

Form for submitting subject access requests

This form is made available for individuals to use if they wish to submit a subject access request, as per rights under the General Data Protection Regulation.

A paper copy is available on request from the school office or is available on the school website.

Please hand completed forms in to the school office, which can then be passed directly to your data protection officer, or email it directly to the data protection officer.

DPO@school360.co.uk

The form is based on [guidance from the ICO](#),.

Re: subject access request

Dear Mr Knox (DPO)

Please arrange for me to be sent 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: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible.</i>

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,

Name.....