



Appendix 2 Subject Access Request Form

Schools: insert your name and address

Re: subject access request

Dear *insert the name of your data protection officer,*

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation (GDPR) 2018. 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	
Address	
Contact Telephone No	
Email address	
Relationship with school Parent/Staff/Employee/Governor/other	
Details of information requested: Please be as specific as possible for example <ul style="list-style-type: none">• Your personnel file• Child's medical record• Email information	

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

Yours sincerely,

Name (signature)

See the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Date SAR Received:	Name of recipient:
Date passed to DPO:	Date of Acknowledgment: