If you would like to make a freedom of information request please complete the following form and submit it to the school’s Data Protection Officer, Mrs Sandra Inwood (Assistant Headteacher). Please email the request to DPO@presdales.herts.sch.uk for her attention.

*[Insert date]*

**Re: Subject Access request**

Dear Mrs Inwood

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:

|  | **Please complete this column and sign the form**  |
| --- | --- |
| **Name** |  |
| **Relationship with the school** | Please select:Pupil / parent / employee / governor / volunteer Other (please specify): |
| **Correspondence address (mail)** |  |
| **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:** *Your personnel file*
* *Your child’s medical records*
* *Your child’s behavior record, held by [insert class teacher]*
* *Emails between ‘A’ and ‘B’ between [date]*
 |

If you need any more information, please contact Mrs Inwood.

*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,

The form is based on [guidance from the ICO](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/), and their template form