



Subject Access Request Form

(This must be handed in to the school office along with 2 forms of Identification)

Dear Data Controller

Please provide me with the information about me/Data Subject 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.

Data Subject (<i>person who information is about</i>)	
Name:	
Date of Birth:	

Person making the request	
Name:	
Date of birth:	
Relationship with the school:	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address:	
Contact number:	
Email address:	

Status of person making the request	
Parent or person with parental responsibility	
Are you acting on their written authority (please provide a copy)	

Details of the information requested <i>Please be as precise as possible, for example:</i> <ul style="list-style-type: none">• 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]	
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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.

Yours sincerely,

Signature:

Name:

Please note you will need to provide two forms of identification when you submit this request. This is to ensure you are the correct recipient and that you have a legal entitlement to the data.

For further information please contact our Data Protection Officer, Satswana

Email: info@satswana.com