



Rowner Junior School

Subject Access Request Form

Dear Rowner Junior School

Miss Payne (Headteacher), Mrs Parker (Data Protection Officer)

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/my child, 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 <i>Please use the reverse of this form if needed</i>	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, for example: Your personnel file, your child's medical records, your child's behavior record</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.

Yours sincerely,

Name:

Date: