[Insert date]

Schools: insert the name and address of the TG Academy

**Re: subject access request**

Dear Mr S Groutage

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:

|  |  |
| --- | --- |
| **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:  *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 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](http://www.ico.org.uk).

Yours sincerely,

Name