Date:

Sherri Hawkins

Data Protection Officer

Ambitions Academies Trust

Evering Avenue

Poole

BH12 4JG

Dear Mrs Hawkins

**Re: Subject Access Request**

I am making a subject access request for information about myself 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:* My personnel file
* My child’s medical records
* My child’s behavior record, held by [insert class teacher]
* Emails between ‘A’ and ‘B’ between [date]
 |

If you need any more information, please do not hesitate to contact me. Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

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,