



Re: Subject Access Request

Dear Higham Lane School Designated Data Protection Lead

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		
Date		
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):	
Correspondence address		
Contact number		
Email address		
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:</i>	<i>(Please specify here)</i>	
<ul style="list-style-type: none"> • Your personnel file • Your child's medical records • Your child's behaviour record, held by [insert class teacher] • Emails between 'A' and 'B' between [date] 		
Subject Access Requests – parental responsibility for students aged 13 and above <i>Personal data about a child belongs to that child, and not the child's parents or carers. In order to comply with GDPR subject access requests from those with parental responsibility for students aged 13 and above may not be granted without the express permission of the student.</i> <i>Students aged 13 and above are to sign to give permission for their parents/carers to make a subject access request on their personal data</i>	<i>Student Name (print):</i>	
	<table border="1"> <tr> <td><i>Student signature:</i></td> <td><i>Date:</i></td> </tr> </table>	<i>Student signature:</i>
<i>Student signature:</i>	<i>Date:</i>	
On completion please return this form to the school office marked for the attention of Designated Data Protection Lead, alternatively email to DPO@highamlaneschool.co.uk		

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, you 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

Yours sincerely,

(Please sign)