**Plymstock School Subject Access Request**

Dear Plymstock School

Please provide me with the information about 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 my child and verify the lawfulness of the processing.

Here is the necessary information we require to process your request:

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship with the school** | Please select:  Pupil / Parent / Employee / Governor / Volunteer  Other (please specify): |
| **Correspondence address** |  |
| **Contact number** |  |
| **Email address** |  |
| **Specific 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.* |

If you need any more information from me, please let us know as soon as possible.

We will comply with your request within one month of receipt of this document.