



Monkleigh Primary School

Subject Access Request

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.

Requestor

Please could you provide me with the information requested below that I am entitled to receive under the General Data Protection Regulation and Data Protection Act 2018. I require this information so that I can verify the lawfulness of the information that you are processing.

The personal contact details and the list of information that I require from you are as follows:

Requesters Name	
Address	
Telephone number	
e-mail address	
Data Subjects Name (Pupil Name)	
Data Subjects Date of Birth	
Specific details of information requested <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible.</i> <i>i.e. Attendance records/behaviour records/documents</i>	
Date time period to be covered	

I agree to you contacting me using the above contact details to verify my authority to make this request and to clarify any of the information I have requested if necessary.

Signed:-

Date:-