

# Yeoford Primary School

Station Road  
Yeoford  
Devon EX17 5HZ

[Insert date]

## Re: Subject Access Request

Dear Ms Susan Stansfield.

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	<p>Please select:</p> <p>Pupil / parent / employee / governor / volunteer</p> <p>Other (please specify):</p>
Correspondence address	
Contact number	
Email address	
Details of the information requested	<p>Please provide me with:</p> <p>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</p> <p>My personnel file</p> <p>My child's medical records</p> <p>My child's behavior record, held by [insert class teacher]</p> <p>Emails between 'A' and 'B' between [date]</p>

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

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

Yours sincerely