



Subject Access Request Form

[Insert date]

Advantage Schools
 c/o Bedford Free School
 Cauldwell Street
 Bedford
 MK 42 9AD

Re: subject access request

Dear Mrs Edge

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	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
School you are requesting information from	Bedford Free School / Elstow School
Details of the information requested	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> <ul style="list-style-type: none"> • Your personnel file • Your child's medical records • Your child's behavior record, held by [insert class teacher] • Emails between 'A' and 'B' between [date]

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, 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,

Name

The form is based on [guidance from the ICO](#), and their [template form](#).