*[Insert date]*

Advantage Schools

c/o Bedford Free School

Cauldwell Street

Bedford

MK 42 9AD

**Subject Access Request**

Dear Mr Campbell,

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:*Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:** *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](http://www.ico.org.uk)

Yours sincerely,

*Name*

The form is based on [guidance from the ICO](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/), and their [template form](https://ico.org.uk/for-the-public/personal-information/).