

Subject Access Request Form

FAO: Mikhaela Chapman

Advantage Schools

c/o Bedford I-Lab

Stannard Way

Bedford

MK44 3RZ

Dear Mikhaela Chapman,

**RE: Subject Access Request**

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:

|  |  |
| --- | --- |
| **Requester information** | |
| **Name** |  |
| **Correspondence address** |  |
| **Email address** |  |
| **Contact number (if required)** |  |
| **Preferred formal of response** – e.g., by email, post or verbally |  |
| **Additional needs** – Specify if you have any relevant additional needs, e.g., visual impairment, that the school will need to understand to be able to respond in an accessible format. Leave this section blank if not. |  |
| **School you are requesting information from** |  |
| **Date** |  |
| **Request on behalf of another individual**  (Leave this section blank if you are requesting your own personal information) | |
| **What is the name of the individual whose information you are requesting to access?** |  |
| **What is your relationship to the individual?** |  |
| **What evidence do you have to confirm you are legally authorised to access the information,** e.g., letter of authority, proof of parental responsibility? |  |
| **Information being requested** | |
| **Details of the personal information you wish to access** – Be as specific as possible to ensure relevant information is provided, e.g.:   * Your child’s personnel file * Your child’s medical records * Your child’s behaviour record * Emails between ‘Teacher A’ and ‘Teacher B’   CCTV footage at ‘Location A’. |  |
| **Time period** – Provide a date range for the information you are requesting, and specific times, if applicable. |  |
| **Reason for requesting this information** – You are not required to provide a reason; however, it can help the school to provide the specific information you want as soon as possible. |  |
| **Additional details** – Provide any additional details you think may be relevant to the request and may help the school to find the information. |  |