



Fern Hill Primary School Subject Access Request Form

[Insert date]

To: Fern Hill Primary School
Richmond Road
Kingston upon Thames
Surrey KT2 5PE

Re: Subject Access Request

Please provide me with the information about [me] [and] [my child] that I am entitled to under the General Data Protection Regulation and Data Protection Act 2018.

Name:	
Relationship with the school	Please select: Pupil / parent / employee / trustee / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested (to help us identify what you want please provide a comprehensive list of what personal data you want to access, based on what you need)	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">● <i>My personnel file</i>● <i>My child's school reports, attendance or behaviour records</i>● <i>Emails between 'A' and 'B' between [date]</i>
Preference for format in which information is provided	Hard copies Electronic copies

Signed:

Date: