

## Subject Access Request



Dear Headteacher,

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.

Applicant's Name	
Name of Subject / Adult / Pupil:	
Please note, when searching for data electronically, for instance emails and electronic files, the school will search the term: "subject:"FIRSTNAME" AND subject:"SURNAME"	
Relationship with the School	<p><b>Please Select</b> Pupil / parent / employee / governor / volunteer</p> <p>Other (please specify)</p>
Correspondence address	
Contact Number	
Email Address	
<p>Please bear in mind that under the GDPR there is no fee to provide this information, and in most cases, the information will be supplied within 1 month. However, in cases where the information is complex or involves capturing large volumes of information, the School has the right to extend this deadline by a further two months in accordance with the guidance issued by the Information Commissioner's office.</p> <p>However, If you are able to make your request with precise short timeframes and being specific on the types of records we need to search, and be specific about what information you are seeking, then this may enable the School to provide you with the information more quickly. Below is a list of data we may hold:</p>	
Details of the information requested	<p><b>Please provide me with:</b> Insert details of the information you want that will help us to locate the specific information quickly. Please be as precise as possible, please highlight:</p> <ul style="list-style-type: none"> <li>• School Reports</li> <li>• Attendance information</li> </ul>

	<ul style="list-style-type: none"> <li>• Dinner orders</li> <li>• Academic data</li> <li>• Registration details</li> <li>• Emails between school and parents</li> <li>• Emails between school and agencies</li> <li>• TAC Meeting Minutes</li> <li>• Child in Need Minutes</li> <li>• Tapestry</li> <li>• SENDCo Files (including electronic)</li> <li>• Meeting minutes</li> <li>• CPOMS Reports (Including Safeguarding records)</li> <li>• Correspondence from parents to enquiries@cranwell.lincs.sch.uk</li> <li>• Correspondence between parents and a staff member (please name the staff member)</li> </ul> <p>Other:</p>
<p>Between which dates do you want the information?</p>	<p>Being specific is very important. The shorter the time period, the quicker the search will be.</p>
<p>How would you like to receive the information?</p>	<p>Via secure email or via post?</p>

Please send this completed form to : [enquiries@cranwell.lincs.sch.uk](mailto:enquiries@cranwell.lincs.sch.uk) FAO: the Headteacher.

If the school require any further information from you they will be in touch as soon as possible.

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)