*Logo

Description automatically generated*

*Please complete this form to as fully as possible and then email to:* [*dataoffice@tggsacademy.org*](mailto:dataoffice@tggsacademy.org)*.*

Re: Subject Access Request

Dear Mr Baker,

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation 2018. 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:

|  | |
| --- | --- |
| Full Name: |  |
| Relationship with the school  I understand that under GDPR if I am requesting data that pertains to a child over the age of 12 the school may have to get permission from the child. | Please select:  Pupil / Parent / Employee / Governor / Volunteer/Other (please specify): |
| Correspondence address |  |
| Contact number |  |
| Email address |  |
| 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:   * My personnel file. * My (child’s) medical records. * My (child’s) behaviour record, held by [insert class teacher]. * Emails between ‘A’ and ‘B’ between [date]. |

I understand that Torquay Girls’ Grammar School are obliged under the General Data Protection Act 2018 to satisfy themselves as to the identity of the person making the request.

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

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,