

Email to: dpo@abbeytrust.org.uk

FAO: Data Protection Officer
Abbey Multi Academy Trust
c/o Chapter House
Butcher Hill
Leeds, LS16 5EA

Date:

Dear Data Protection Officer,

Re: Subject Access Request

Please provide me with the information about me / my child (*delete as appropriate*) 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:

My details and contact information

Name:

Relationship with the Trust or school (*please indicate*):

Pupil / parent / employee / governor / volunteer

Other (*please specify*):

School:

Correspondence address:

Contact number:

Email address:

Details of the information requested

Please 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 [e.g. class teacher]*
- *Emails between 'A' and 'B' between [dates]*

Please provide me with:

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.

Yours sincerely,

Name: