



### Subject Access Request Form

Please complete the form below and email to above email address or hand to our school reception.

Dear Data Protection Officer,

Please provide me with the information about myself 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:

|  |   |
|--|---|
| <b>Name</b>  |   |
| <b>Relationship with the school</b>  | Please select:<br>Pupil / parent / employee / governor / volunteer<br><br>Other (please specify): |
| <b>Correspondence address</b>  |   |
| <b>Contact number</b>  |   |
| <b>Email address</b>   |   |
| <b>Details of the information requested</b><br><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"> <li>• <i>Your personnel file</i></li> <li>• <i>Your child's medical records</i></li> <li>• <i>Your child's behaviour record, held by [insert class teacher]</i></li> </ul> <i>Emails between 'A' and 'B' between [date]</i> | Please provide me with:   |

If you need any more information from me, please let me know as soon as possible. I understand you will verify my identity before processing this request.

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 from the point you have received my identity verification.

Signed: ..... Date: .....

Advice: Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)

King Henry School  
Avenue Road, Erith, Kent, DA8 3BN.  
Data Protection Officer – email [dataprotection@erith.kent.sch.uk](mailto:dataprotection@erith.kent.sch.uk)



For Office Use Only:

|                                   |  |   |  |
|-----------------------------------|--|---|--|
| <b>Date Received Request:</b>     |  | <b>Date Identity Verification Received:</b> |  |
| <b>Date Needs to be completed</b> |  |   |  |
| <b>Date of Processing:</b>        |  | <b>Date Request Satisfied:</b>              |  |
| <b>Notes:</b>                     |  |   |  |
|                                   |  |   |  |

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