*[Your name]*

*[Your full postal address]*

*[Your contact number]*

*[Your email address]*

*[The date]*

*[Name and address of the school]*

Dear Sir or Madam

**Subject access request**

*[Include details to help identify you, such as your child’s name and class].*

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, held in:

*[Give specific details of where to search for the personal data you want, for example:*

* *my child’s file;*
* *emails between ‘teacher A’ and ‘teacher B’ (from 1 June 2023 to 1 Sept 2023)*
* *the CCTV camera situated at (‘location E’) on 23 May 2023 between 11am and 5pm.]*

If you need any more information, please let me know as soon as possible.

*[If relevant, state whether you would prefer to receive the data in a particular electronic format, or printed out].*

It may be helpful for you to know that data protection law requires you to respond to a request for personal data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. Its website is ico.org.uk, or it can be contacted on 0303 123 1113.

Yours faithfully

*[Signature]*