

Date:

Sherril Hawkins
Data Protection Officer
Ambitions Academies Trust
Evering Avenue
Poole
BH12 4JG

Dear Mrs Hawkins

Re: Subject Access Request

I am making a subject access request for 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:

Name	
Relationship with the school	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: <ul style="list-style-type: none">• My personnel file• My child's medical records• My child's behavior record, held by [insert class teacher]• Emails between 'A' and 'B' between [date]

If you need any more information, please do not hesitate to contact me. 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

Yours sincerely,