**The Oaktree School**

**Subject Access Request (SAR)**

Dear Mr Relf, Data Protection Officer for The Oaktree School

**Name of submitting person: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a request asking you to supply the information about me/my child that I am entitled to under the General Data Protection Regulation (GDPR). This request is being made so I can be aware of the information you are processing about me/my child, and verify the lawfulness of the processing.

**Name of individual who’s information is being requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Here is the necessary information you will need to for my request to be processed:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Relationship with the school | Please circle:  Pupil / parent / employee / governor / volunteer / other (please specify) | | Correspondence address |  | | Contact telephone number |  | | Email address |  | | Prrof of identification:  *Accepted proofs of identification include* | * Current Passport * Current Driving License * Utility bill (less than 3 months old) | | Details of the information requested | **Please provide me with:**  *Insert details of the information you are requesting to enable us to locate the specific information. Please be as precise as possible, e.g. your personnel file, your child’s medical record, your child’s behavior record, held by [insert class teacher], emails between ‘A’ and ‘B’ from specific date to specific date* |   If you need any further information 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 information within 1 month.  Yours sincerely  Insert Your Name |