



Dear MSM DPO

Please provide me with the information about me as the subject/the subject on whose behalf I am acting, I am entitled to make this request under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me/the subject and verify the lawfulness of the processing.

Here is the necessary information I am requested to supply to aid you in responding to my SAR:

Name	
Relationship with the school	Please select: Student / parent / employee / governor / volunteer  Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: <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 behavior record, held by [insert class teacher]</i></li><li>• <i>Emails between 'A' and 'B' between [date]</i></li></ul>

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

I look forward to receiving the information within 1 calendar month from date after the date of receiving this request under the GDPR guidelines or the next school working day.

Yours sincerely,

*Name*