

**Subject Access Request for Deeping St James Community Primary School**

Dear Sir or Madam,

I am writing to formally make a "Subject Access Request" for a copy of information that you hold about me to which I am entitled under the General Data Protection Regulation 2018.

You can identify my records using the following information:

Full Name: \_\_\_\_\_ (Please print clearly)

Address: \_\_\_\_\_ (Please print clearly)

\_\_\_\_\_ (Please print clearly)

Please supply the data about me that I am entitled to under data protection law including :

- confirmation that you are processing my personal data;
- a copy of my personal data;
- the purposes of your processing;
- the categories of personal data concerned;
- the recipients or categories of recipient you disclose my personal data to;
- your retention period for storing my personal data or, where this is not possible, your criteria for determining how long you will store it;
- confirmation of the existence of my right to lodge a complaint with the ICO or another supervisory authority;
- information about the source of the data, where it was not obtained directly from me;
- the existence of any automated decision-making (including profiling), and
- the safeguards you provide if you transfer my personal data to a third country or international organisation.

I look forward to receiving your response to this request for data within one calendar month, per the General Data Protection Regulation. If you do not normally deal with these requests, please pass this letter to your Data Protection Officer, or relevant staff member.

Yours sincerely,