### Subject Access Request

[Your full address]

[Phone number]

[The date]

**Subject Access Request**

Dear Shanna Hall, Data Protection Officer for The SWAN Trust

This is a request asking you to supply the information about me 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, and verify the lawfulness of the processing.

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

|  |  |
| --- | --- |
| 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 are requesting to enable us to locate the specific information. Please be as precise as possible, for example:*   * *Your personnel file* * *Your child’s medical records* * *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 more information from me please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a free to provide this information, and in most cases, must supply me with the information within 1 month.

Yours sincerely,