



DIOCESE OF BRENTWOOD  
**ST. HELEN'S CATHOLIC PRIMARY SCHOOL**

**HEADTEACHER: MRS ELIZABETH MOUCHEL**

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**Subject access request**

Dear Mrs Curtis (Data Protection Officer),  
Please provide me with the information about me 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.

Below are my contact details and a list of information I am requesting:

<b>My Name</b>	
<b>Date</b>	
<b>My relationship with the school</b>	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
<b>My correspondence address</b>	
<b>My contact number</b>	
<b>My email address</b>	
<b>Details of the information I am requesting</b>	Please provide me with: <i>Please circle the information you are requesting. This will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none"> <li>• Your personnel file</li> <li>• Your child's medical records</li> <li>• Your child's behavior record,</li> <li>• Emails between 'A' and 'B' between [date]</li> <li>• Other( please give details)</li> </ul>

If you need any more information from me, please let me know as soon as possible. I understand that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

**SIGNED** .....

