



# Winterbourne Junior Girls' School

## Subject Access Request Form

### Attention: Data Protection, Subject Access Request

Winterbourne Junior Girls' School  
Winterbourne Road  
Thornton Heath  
CR7 7QT

### Re: Subject access request

Dear Mrs Kidane, Data Protection Lead

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.

Here is the necessary information:

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: <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>My personnel file</i></li><li>• <i>My daughter's medical records</i></li><li>• <i>My daughter'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. Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

Yours sincerely,

(Date) \_\_\_\_\_

**If you wish to email this form, it must be sent to the following address**

[dataprotection@winterbournegirls.croydon.sch.uk](mailto:dataprotection@winterbournegirls.croydon.sch.uk)