

## SUGGESTED TEXT TO MAKE A SUBJECT ACCESS REQUEST

[Your full address]

[Phone number and email]

[date]

Dear \_\_\_\_\_,

### **Subject access request**

I am making a subject access request, under the Data Protection Act 2018 for *myself / a young child for whom I have parental responsibility*. [select the correct one]

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[Insert your full name or child's name and address and address of the school attended and which year(s). And if known, you can provide the school codes such as the URN: 123456, DfE number: 123/4567 or UKPRN: 12345678 or check them [here](#)] \_\_\_\_\_

Please supply the personal data about me that I am entitled to under data protection law processed by the school or any third-party processor or controller [tick as appropriate]

- stored in the school information management systems, onsite or on cloud servers*
- biometric data from using access systems, cashless catering, printing or library systems*
- safeguarding-in-schools software, that may have been used in monitoring my Internet use*
- apps, platforms, and other third-party software, that school staff may have created accounts for using personal data and any other companies that school passed my personal data on to*
- CCTV and any other cameras used in school (bodyworn, head cams, webcams, patrol crossing)*

Please confirm

- who the school has disclosed it to, and confirm the current organisation / data controller name
- the reasons why you or a third-party organisation is holding it, including whether it is used in any automatic profiling or decision making such as at Local Authority level.
- for each type of data how long you or the third-party will retain those data and for what purposes after I have left school.

If you need any more information from me to help you process this request, please let me know as soon as possible. Please respond according to data protection law, within one calendar month.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. The Information Commissioner's Office may assist you if necessary. See [ico.org.uk](http://ico.org.uk) and it can be contacted on 0303 123 1113.

Thank you.

Sincerely,

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