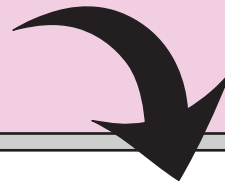


YOUR RIGHTS TO THE EDUCATIONAL RECORD

Unlike the right to access under Data Protection legislation, this right does not extend to pupils. Under education regulations in all regions, the organisation must comply with a written request within 15 school days. This does not include school holidays. The organisation must allow those with parental authority to view the record free of charge but can charge for a copy and depends on the number of pages provided.

There are certain circumstances where an education record may be withheld; for example, where the information might cause serious harm to the physical or mental health of the pupil or another individual. The request for access would also be denied if it would mean releasing examination marks before they are officially announced.

MAKING A SUBJECT ACCESS REQUEST



School address

[your contact details]

Dear [insert school responsible owner],

Subject access request

I am writing to you as parent/guardian with responsibility for

[insert child's name], at [insert school and / or class/form name],

Please supply the personal data you hold about my child / me, which I am entitled to receive under data protection law, held in:

[Give specific details of where to search for the personal data you want, for example:

- my child's personal record as submitted in the last school census to the Department for Education;
- any records made with reference to my child and the Prevent Programme
- the image and voice recording from the CCTV camera situated at (edit: 'location A') on June 1st between 11am and midday;
- data including any inferences and labels recorded via the school Internet Monitoring system]

I understand that you may need to redact information in order to only disclose the information about my child and not the personal data from other people. If you need any more information, please let me know as soon as possible. **[If relevant, state whether you would prefer to receive the data in a particular electronic format, or printed out].**

Data protection law requires you to respond to a request for personal data within one calendar month. If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

If you need advice on dealing with this request, the Information Commissioner's Office can assist you. Its website is ico.org.uk, or it can be contacted on 0303 123 1113.

Thank you.
Sincerely,

[Add your signature]