

Your Full Address: _____

Telephone: _____

Date of Request: ____/____/____

Dear Data Protection Officer at West Bridgford School,

Re: Subject Access Request in respect of _____

Under the General Data Protection Regulation (GDPR) 2018 and as per your Privacy Policy located on your website, please provide the following information about me held by your organization:

(Please continue overleaf if necessary)

I understand the following:

1. I will not be charged for making this request
2. I am entitled to a written acknowledgement of this request
3. I am entitled to a response to my request within one month of the date of request
4. You are entitled to take an additional two months to answer my request if the information I am asking for is deemed "complex". In this event, I understand that you will notify me of this extension within one month of my original request
5. If I have asked someone else to request information on my behalf, this must be supported by my written consent

I have / have not (please delete as applicable) enclosed proof of my identity with this request.

Please note: If you do not provide proof of your identity with this request then our response may be reasonably delayed whilst we ask for this.

Yours sincerely,

Please forward your written request to: The Data Protection Officer, West Bridgford School, Loughborough Road, West Bridgford, Nottingham NG2 7FA

cont...