

Date:

Sherri Hawkins  
Data Protection Officer  
Ambitions Academies Trust  
Evering Avenue  
Poole  
BH12 4JG

Dear Mrs Hawkins

**Re: Subject Access Request**

I am making a subject access request for information about myself 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:

<b>Name</b>	
<b>Relationship with the school</b>	Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):
<b>Correspondence address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Details of the information requested</b>	Please provide me with:  Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example: <ul style="list-style-type: none"><li>• My personnel file</li><li>• My child's medical records</li><li>• My child's behavior record, held by [insert class teacher]</li><li>• Emails between 'A' and 'B' between [date]</li></ul>

If you need any more information, please do not hesitate to contact me. Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely,