*Bonneville Primary School*

*Bonneville Gardens*

*SW4 9LB*

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Re: Subject Access Request**

Please complete the following form and return it to the School Office either in person or by email to [m.assan@bonneville-primary.lambeth.sch.uk](mailto:m.assan@bonneville-primary.lambeth.sch.uk)

|  |  |
| --- | --- |
| 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:  *[Insert details of the information you want that will help us to locate the specific information]. Please be as precise as possible, for example:*   * *Your personnel file* * *Your child’s medical records* * *Your child’s behavior record, held by [insert class teacher]………………......................* * *Other (please specify) :* |

**Please bear in mind that under the GDPR we will supply you with the information within 1 month.**

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)