

To: Meadow High School, Royal Lane, Hillingdon, UB8 3QU

Please put the date of the request here:

**Re: subject access request**

Dear Mrs Rigby,

Please provide me with the information about me 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:

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

If you need any more information from me, please let me know as soon as possible.

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,