

Sir John Lillie Primary School  
Lillie Road  
Fulham  
London SW6 7LN



## Re: Subject Access Request Form (SAR)

**Date :**

Dear

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:	Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):
Correspondence address:	
Contact number:	
Email address:	
Details of the information requested <i>[in the box please 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> <ul style="list-style-type: none"><li>• <i>Your personnel file</i></li><li>• <i>Your child's medical records</i></li><li>• <i>Your child's behaviour record held by class teacher</i></li><li>• <i>Emails between 'A' and 'B' between [date]</i></li></ul>	

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

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me 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)

Yours sincerely,

*Signature :*

*Print Name :*