



Stockwell Primary School and Children's Centre

Achieving excellence together

Stockwell Primary School
Stockwell Road
SW9 9TG

DATE: _____

Re: Subject Access Request

Please complete the following form and return it to the School Office either in person or by email to clericalofficer2@stockwell-pri.lambeth.sch.uk

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	

<p>Details of the information requested</p>	<p>Please provide me with:</p> <p><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></p> <ul style="list-style-type: none"> • <i>Your personnel file</i> • <i>Your child's medical records</i> • <i>Your child's behavior record, held by [insert classteacher].....</i> • <i>Other (please specify) :</i>
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Under the GDPR we will supply you with the information within 1 month, only during term time when the school is operational.

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