



Queen Katharine Academy  
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### Subject Access Request

**Re: subject access request**

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 Academy	Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):
Correspondence address	
Contact number	
Email address	
Please provide me with: <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> <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 behavior record</i></li> <li>• <i>Emails between dates ..... and.....</i></li> </ul>	

Once completed pass this form to Julie Aukland – Data Protection Lead for Queen Katharine Academy