



Paul Beashel (Chair)  
 Neil Lawson (Vice-Chair)  
 Paul Adams  
 Chris Brown  
 Vic Goddard  
 Frank Woods  
 Chris Kirk

Tracyes Road  
 Harlow  
 Essex  
 CM18 6JH

T: (01279) 770800

Email [pclc@passmoresacademy.com](mailto:pclc@passmoresacademy.com)

**Re: Data Subject Access Request**

Dear Ms. Sparrow

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:

Date of the Subject Access Request	
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, for example:  <ul style="list-style-type: none"> <li>➤ Your personnel file</li> <li>➤ Your child's medical records</li> <li>➤ Your child's behavior record</li> <li>➤ Emails between 'A' and 'B' between [date]</li> </ul>	Details of the information that I am requesting.

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



You will not charge me a fee for dealing with my request unless it is manifestly unfounded or excessive. If you charge a fee, you will inform me of this and explain the reasons for doing so.

You will deal with my subject access request without undue delay and in any event within one month of receipt of your request. However, if the work involved is particularly complex or if numerous requests are made then you may extend this period by up to two additional months. In this case, you will inform me about the extension and explain the reasons.

You will explain what steps have been taken in dealing with my request i.e. you will set out the source of your personal information you have gathered.

The information will be provided in a concise, transparent and easily accessible form. It may be provided in writing, or by other means, including, where appropriate, by electronic means.

If I need any advice on dealing with this request, I can contact the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk) .

And/or

The Data Protection Officer for the Passmores Co-operative Learning Community Trust at [emailgdpr@pclc.co.uk](mailto:emailgdpr@pclc.co.uk) or alternatively by contacting Passmores Academy on 01279 770800.

Yours sincerely

(Please sign and date this request before submitting to the trust).

