



**Billingshurst Primary School**  
**Headteacher : Helen Williamson BSc (Hons) MA**  
Station Road, Billingshurst, West Sussex RH14 9RE  
Tel: 01403 782789 Fax: 01403 783124  
e-mail: [office@billingshurstprimary.org.uk](mailto:office@billingshurstprimary.org.uk)  
website: [www.billingshurstprimary.org.uk](http://www.billingshurstprimary.org.uk)

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## Subject Access Request

Dear Mrs Clitheroe

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:

|   |   |
|---|---|
| <b>Name</b>                                 |   |
| <b>Relationship with the school</b>         | Please select:<br>Pupil / parent / employee / governor / volunteer<br><br>Other (please specify):   |
| <b>Correspondence address</b>               |   |
| <b>Contact number</b>                       |   |
| <b>Email address</b>                        |   |
| <b>Details of the information requested</b> | Please provide me with:<br><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>• Your personnel file</li><li>• Your child's medical records</li><li>• Your child's behavior record, held by [insert class teacher]</li><li>• Emails between 'A' and 'B' between [date]</li></ul> |



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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,



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