



DIOCESE OF BRENTWOOD
ST. HELEN'S CATHOLIC PRIMARY SCHOOL

HEADTEACHER: MRS ELIZABETH MOUCHEL

North Road Westcliff on Sea Essex SS0 7AY
Phone: 01702 343823 Fax: 01702 437065
E-mail: office@st-helens.southend.sch.uk



Subject access request

Dear Mrs Curtis (Data Protection Officer),
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.
Below are my contact details and a list of information I am requesting:

My Name	
Date	
My relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
My correspondence address	
My contact number	
My email address	
Details of the information I am requesting	Please provide me with: <i>Please circle the information you are requesting. This will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none">• Your personnel file• Your child's medical records• Your child's behavior record,• Emails between 'A' and 'B' between [date]• Other(please give details)

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

Yours sincerely,