



Jessop Primary School  
Lowden Road  
SE24 0BJ

DATE: \_\_\_\_\_

**Re: Subject Access Request**

Please complete the following form and return it to the School Office either in person or by email to [admin@jessop.lambeth.sch.uk](mailto:admin@jessop.lambeth.sch.uk)

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

<p><b>Details of the information requested</b></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"> <li>• <i>Your personnel file</i></li> <li>• <i>Your child's medical records</i></li> <li>• <i>Your child's behavior record, held by [insert classteacher] .....</i></li> <li>• <i>Other (please specify):</i></li> </ul>
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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](http://www.ico.org.uk)