
Jason Hampton,
Data Protection Officer,
Derby Diocesan Board of Education,
Derby Church House
Full Street
Derby
DE1 3DR

Date: _____

Dear Jason,

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 DDBE. Please select:

Member / volunteer / employee / trustee / volunteer / Other (please specify): _____

Correspondence address: _____

Contact number: _____

Email address: _____

Details of the information requested

Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:

- *Your personnel file*
- *Emails between 'A' and 'B' between [date]*

Please provide me with:

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

Yours sincerely,