



## Language, Learning, Lives

**Keresley Grange Primary Academy,**  
Waste Lane, Keresley,  
Coventry, West Midlands,  
CV6 2EH

Tel: 02476 332131

Email: [admin@keresleygrange.coventry.sch.uk](mailto:admin@keresleygrange.coventry.sch.uk)

**Re: subject access request:**

Dear Mrs. Penlington,

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 school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with:  <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>• My personnel file</li><li>• My child's medical records</li><li>• My child's behavior record</li><li>• Emails between 'A' and 'B' between [date]</li></ul>

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

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

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,  
Mrs. Nicola Penlington  
Headteacher