How to make a Subject Access Request

[Your Name / Address]
[Your Email or telephone number]

[Date]

FAO [Head Teacher's / Data Protection Officer's Name]
[School Name]
[School Address]
[City, Postcode]

Dear [Head Teacher/Data Protection Officer's Name],

Subject: Subject Access Request on Behalf of [Learner's Full Name]

I am writing to formally make a Subject Access Request (SAR) on behalf of my child, [Learner's Full Name], who is currently enrolled at [Educational Setting Name] as of today's date [insert today's date].

This request is made in accordance with my rights under the UK Data Protection Act 2018, which entitle individuals, including children, to access their personal data.

As the parent/legal guardian of [Learner's First Name], I am requesting the following information:

1. A copy of all personal data held about [Learner's First Name], including but not limited to:
    - Academic records and attendance data.
    - Behavioural reports and disciplinary records.
    - Information relating to any special educational needs or support provided.
    - Health-related data or records.
    - Any correspondence involving my child, including emails and notes.
    - A copy of the information processed by each edTech app and platform (any data processor) to whom you have passed on their data, and the formation as relates to their processing in (2)..

2. Details about the processing of my child's personal data, including:
    - The purposes for which the data is processed.
    - The categories of personal data being processed.
    - Any recipients or third parties to whom the data has been disclosed.

    - The retention period for storing this data and how we will know when it will be destroyed.
    - The source of the data, if not collected directly from [Learner's First Name].

3. Confirmation of any automated decision-making or profiling carried out using my child's personal data, along with an explanation of the logic involved and its significance or consequences.

Please provide the requested information in a clear, accessible format within the statutory timeframe of one calendar month, as required under UK law. If any clarification is needed to process this request, or if there are specific forms required by your organisation, please let me know promptly.

Additionally, if any of the requested data cannot be provided, I request an explanation detailing the reason, including any exemptions being applied under the Data Protection Act 2018.

If possible, I would prefer to receive the information electronically, sent to [add your Email Address], but I am happy to receive physical copies if this is more convenient. [edit out if not a preference].

Thank you for your attention to this matter. I look forward to your confirmation of receipt of this request and updates on its progress. Should you require any further information to fulfil this request, please do not hesitate to contact me.

Yours sincerely,
[Your Full Name]
[Your Contact Information]