

RE: Subject access request

Dear **name of individual**,

Thank you for your letter of **date** making a data subject access request for **subject requested**.

[Delete one of the following options as applicable]

[Option 1 – Acknowledgment of request]

I am writing to let you know that we have received your request and will process it as soon as possible, and certainly within 15 school days of the day we received the request.

[If a fee is to be charged] Due to the nature of the information that you requested, a fee of **amount between £1 and £500** will be charged. This is in accordance with the subject access code of practice and is payable at **the school office**.

[Option 2 – Providing the information]

I am pleased to enclose the information you requested.

This data should be treated sensitively and is not for further distribution.

[If a fee is to be charged] Due to the nature of the information that you requested, a fee of **amount between £1 and £500** will be charged. This is in accordance with the subject access code of practice and is payable at **the school office**.

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[Option 3 – Providing partial information]

I am pleased to enclose **some/most** of the information you requested.

[If any information has been removed] We have removed any obvious duplicate information that we noticed as we processed your request, as well as any information that is not concerning your child.

[If there are gaps in the document] You will notice that parts of the document(s) have been redacted.

[If there are fewer documents enclosed] I have not enclosed all of the information you requested. This is because **[explain why it is exempt]**.

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[Option 4 – Rejecting the request]

I regret that we cannot provide the information you requested. This is because **[explanation where appropriate]**.

[Give details of an internal review procedure you offer, such as a parents' evening or a meeting with the headteacher, which could be used to remedy the parent's query.]

Kind regards,

Name

Job role