



Fawood Children's Centre  
 35 Fawood Avenue  
 Stonebridge  
 London  
 NW10 8DX  
 020 8965 9334  
[www.fawood.org.uk](http://www.fawood.org.uk)

Curzon Crescent Children's Centre  
 Curzon Crescent  
 Willesden  
 London  
 NW10 9SD  
 020 8459 6813  
[www.curzoncrescent.org.uk](http://www.curzoncrescent.org.uk)

[Insert date]

*Insert your settings name and address*

**Re: subject access request**

Dear *insert the name of the individual who submitted the subject access request*  
 Please find enclosed the information that you requested under the General Data Protection Regulation (GDPR).

Your name	
Your relationship with xxxxxxxx Children's Centre	Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):
Details of the information you requested/enclosed	<i>Insert details of the specific information requested, such as:</i> <ul style="list-style-type: none"> <li>• Your personnel file</li> <li>• Your child's medical records</li> <li>• Your child's behavior record, held by [insert class teacher]</li> <li>• Emails between 'A' and 'B' between [date]</li> </ul>
Date you requested the information	
Date we supplied the information	<i>This must be within one month of the above date</i>
Format we supplied the information	<i>For example, encrypted USB stick accompanying this letter</i>

If you need any further advice relating to your subject access request, you can contact:  
*Insert name and method for contacting the Data Protection Officer at your school.*

Yours sincerely,

Name