

Persona Data Access Request

Dear British School Vilnius,

Please provide any information stored by yourselves about me that I am entitled to see under the General Data Protection Regulation (GDPR).

I make this request so I can be aware of the information you are processing and verify the lawfulness of the processing.

In completing the form, please be as precise as possible, for example:

Your personnel file, your child's medical records, your child's behaviour record, email communications (include period of time),

Your name:

Your relationship with the school, for example, pupil, parent, employee, volunteer, etc.:

Correspondence address:

Contact phone number:

Email address:

Details of the information requested:

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 data within one (1) month of receiving this request.

Yours sincerely,

Your name:

Signature:

