

[Your full address]

[Phone number]

[The date]

Hevingham and Marsham Primary School Partnership

Hevingham Primary School
New Road
Westgate
Hevingham
Norwich
NR10 5NH

Marsham Primary School
High Street
Marsham
Norwich
NR10 5AE

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to:

- give specific details of the information you want.

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

It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 28 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully
[Signature]