

AMANDA ROGERS SCHOOL OF DANCE AND PERFORMING ARTS
SUBJECT ACCESS REQUEST

Dear Sir or Madam,

I am writing to formally make a 'Subject Access Request' for a copy of information that you hold about me to which I am entitled under the General Data Protection Regulation 2018.

You can identify my records using the following information:

Full Name:

Address:

Please can you supply the data about me that I am entitled to under data protection law including:

- Confirmation that you are processing my personal data.
- A copy of my personal data.
- The purposes of your processing.
- The categories of personal data concerned.
- The recipients or categories of recipient you disclose my personal data to.
- Your retention period for my personal data.
- Confirmation of the existence of my right to request rectification, erasure or restriction or to object to such processing.
- Confirmation of my right to lodge a complaint with the ICO or other supervisory authority.
- Information about the source of the data, where it was obtained if not directly from me.
- The existence of any automated decision making
- The safeguards you provide if you transfer my personal data to a third-party country or other international organisation.

I look forward to receiving a response to this request for data within one calendar month in line with regulation.

Yours Sincerely

Signed: _____

Date: _____

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