

Data Protection Officer

mASCot, Children's Centre
223 Old Shoreham Road
Portslade
East Sussex
BN41 1XR



Date

Dear mASCot,

Re: Subject Access Request -
General Data Protection Regulations (GDPR)

I am writing to make a Subject Access Request for a copy of all information and data that mASCot has on record about me to which I am entitled under the *General Data Protection Regulations (2018)*. Where applicable, this should include all information sent via website forms and any correspondence via email.

Please supply all the information about me which I am entitled to under Article 15 of the GDPR.

Please note, you must comply with my Subject Access Request without undue delay and at the latest within one month of receipt. The time limit starts from the day after you received this request (whether the day after is a working day or not) until the corresponding calendar date in the next month.

If you require any further information from me, to comply with my request, then you may contact me at the above address, email or telephone number.

Yours faithfully,

Signature.....

Print name.....