Suggested wording:

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question).*

I wrote to you previously on date of previous correspondence and made a subject access request for young person. You provided the records on date the information was provided.

1. I note that you have not provided me with list the documents you have not received. These documents constitute personal information belonging to young person within the meaning Regulation 15(3) of the General Data Protection Regulation. young person is entitled to any information in which they are an identifiable individual.

This information is essential in enabling us to prepare for the upcoming hearing on date of hearing.

Kindly, therefore, provide this information as soon as possible. This does not count as a new subject access request, as we were entitled to this information under the previous request. Therefore, I look forward to receiving this information immediately.

If we do not receive an appropriate response to this request, we will need to make a complaint to the Information Commissioner’s Office.

1. I have received the information you have provided. However, some documents are illegible and cannot be read. These include list the documents that you are not able to read.

young person has the right to be able to read copies of information held about them. Clearly, this requires that the copes are legible. Any redaction must be strictly limited to those elements that would identify a third party to protect their identity.

Kindly, therefore, please provide fresh copies of this information as soon as possible, with all relevant information being readable and redaction being limited to what is lawfully required to protect the identity of other parties. This does not count as a new subject access request, as we were entitled to this information under the previous request. Therefore, I look forward to receiving this information immediately.