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 am writing in relation to name of young person’s independent review panel concerning their exclusion from name of school which took place on date of independent review panel.

Thank you for providing the minutes of the panel. I have reviewed the minutes against my contemporaneous notes, and I am writing to provide some amendments. I would be grateful if you could check that these are not objected to by the other parties and make the changes accordingly.

To support this request, I would point to Article 5 of the General Data Protection Regulation, which requires that personal data must be, “accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay”.

I look forward to receiving a copy of the amended minutes.