*About this resource:*

This is a Suggested wording. It is a set of paragraphs that suggests wording to ask raise concerns about the quality or content of a subject access request.

To understand when you might want to use this text, read the [Step by Step Guide*:* Education Records](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step).

If you want more information about the relevant law and practice, read the [Quick-Guide: students and information rights](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step/quick-guide-students-and-information-rights).

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into a letter or email.

This text is a guide. You might need to make amendments to fit your circumstances.

This text is just a guide, and you might need to make amendments to fit your particular circumstances.

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.

There are now two sections to choose from, a yellow one and a blue one. Once you have chosen the most appropriate section, complete the wording where indicated, remove the highlighting and delete the unused highlighted section.

The yellow section is most appropriate if you are concerned that you have not received all the information you would like and are entitled to.

The blue section is most appropriate if you are concerned that the quality of the disclosed material is poor or unreadable.

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 of the 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 to enable us to prepare for the upcoming hearing on date of hearing.

Kindly, therefore, please 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.

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 in order 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.