**To Head of EHCP Team**

Children and Families and Education Services Directorate,

Manchester City Council,

PO Box 532,

Town Hall Extension,

Manchester,

M60 2LA

**sen@manchester.gov.uk**

**[Date]**

For the attention of Head of EHCP team

**Subject Access Request**

[Fill in the blank spaces below with as much detail as possible

Dear Sir/Madam,

I would like a copy of the following personal data that you hold about my child , and which I have a right to view under the Data Protection Act 2018:

[include a list of all the information you want. This might be very specific e.g., all emails from person A to person B, or it could be more general e.g., all information you held about me from July 2018 to July 2019.]

If you need any further information from me, please let me know as soon as possible.

I would like you to contact me by \_\_\_\_\_\_\_\_\_\_ [e.g., phone, email or post].

I would like to remind you that data protection law requires you to respond to my request within one month. Please can you confirm that you have received and read this request?

Thank you, [write your name here]