[Place school logo here   
before supplying the   
document to the school]

**Freedom of Information (FOI) Requests**

Log of requests (required for annual audit processes)

|  |  |
| --- | --- |
| School Name | [Insert Full School Name] |
| ICO Registration Number | [Insert ICO Registration Number] |

|  |  |
| --- | --- |
| School supported by: | **GDPR DPO Service** provided by The ICT Service  [**dpo@theictservice.org.uk**](mailto:dpo@theictservice.org.uk) | **0300 300 0000**  [**www.theictservice.org.uk/gdpr-dpo-service**](http://www.theictservice.org.uk/gdpr-dpo-service)  Training available upon request |

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| **Date of request** | **Name of person / company making the request** | **What information was being requested** | **Date of 20 working day deadline** | **Successfully completed** |
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