



Headteacher: Mr M McQueen

### Subject Access Request

Please provide me with the information about me/my child that I am entitled to under the General Data Protection Regulation (GDPR). The information provided in this form will only be used for the purposes of this request.

• Name of applicant:	
• Name of child (if relevant):	
• Relationship with the school:	Please circle as appropriate: Pupil / parent / employee / governor / volunteer Other (please specify):
• Correspondence address (include postcode):	
• Contact number:	
• Email address:	
• Details of the information requested: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible to avoid the need for us to contact you again.</i>	
• Signed:	
• Date:	

Please bear in mind that under the GDPR, Ursuline Catholic Primary School cannot charge a fee to provide this information, and in most cases, must supply the information within 1 month. This may not be possible during periods of closure where staff are not available to deal with such requests.

If you need any advice on dealing with this request please contact the school office. In addition, you can contact the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)

*Once completed, please return this form to our office in person. Please be aware that for security reasons we will request verification of your identity in two formats (e.g. passport, driving licence, bank statement etc). We will not retain copies of these documents.*

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For office use:

• Request received by:	Name	Signature
• Date request received:		
• Identity of applicant verified (detail types provided):	Type 1	Type 2