



# St. Joseph's Catholic Primary School

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Date:

## Re: Subject Access Request

FAO: Data Protection Manager, St Joseph's Catholic Primary School.

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

|   |   |
|---|---|
| <b>Name</b>   |   |
| <b>Relationship with the school</b>   | Please select:<br>Pupil / parent / employee / governor / volunteer<br>Other (please specify): |
| <b>If Parent:</b>   | Please select:<br>I am the Data Subject / I am the Data Subject's representative              |
| <b>Correspondence Address</b>   |   |
| <b>Contact number</b>   |   |
| <b>Email address</b>  |   |
| <b>Details of the information requested</b>   |   |
| Please provide me with:   |   |
| <p><i>* Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <p><i>Your personnel file, your child's school record, your child's reports, behavior records etc</i></p> |   |

*I understand that in line with Chapter 3, Article 15 of the GDPR, the school may make a charge in relation to the administration involved to fulfill this request. The request will be completed within the statutory 30 days.*

Yours sincerely,