

# ST MARY'S C.E. PRIMARY SCHOOL

Church Road, Yate, South Gloucestershire, BS37 5BG

Telephone 01454 867155 Fax 01454 867157

Email office@stmarysyate.org.uk



## Subject Access Request Form

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|--|--|
| Name of person making the request  |  |
| Address of person making request   |  |
| Relationship to pupil  |  |
| Name of Pupil  |  |
| D.O.B of Pupil   |  |
| Address of pupil if different from above   |  |
| <b>Please supply the information about the above named pupil that I am entitled to under the General Data Protection Regulations. Please give specific details of the information you require, for example</b> <ul style="list-style-type: none"> <li>• Personnel file</li> <li>• SEN details</li> <li>• Assessment</li> <li>• Attendance</li> <li>• Behaviour records etc.</li> </ul> |  |
| <p>Thank you for your request, as per the schools' Access and Request Policy and Procedures you can expect a response within one month from receipt of this request.</p> <p><b>For office use:</b></p> <p><b>Date received:</b> ..... <b>Signed:</b> .....</p> <p><b>Date Actioned:</b>..... <b>Signed:</b> .....</p>  |  |