



# Pucklechurch CE VC Primary School

Castle Road  
Bristol  
BS16 9RF  
Tel: 0117 9372579

Email: [admin@pucklechurchprimary.org.uk](mailto:admin@pucklechurchprimary.org.uk)

Head of School: Gemma Jones

Date: \_\_\_\_\_

## Re: Subject Access Request/Right to be Forgotten

Please provide me with the information detailed below. I am requesting this information under the UK General Data Protection Regulation (UK GDPR).

I am aware that the preferred method for school is to receive and respond to this Subject Access Request is by email to the Data Protection Officer for Pucklechurch CE Primary School at: [admin@pucklechurchprimary.org.uk](mailto:admin@pucklechurchprimary.org.uk).

<b>Name of School the request relates to:</b>	
<b>Name of requestor:</b>	
<b>Name of individual the request relates to (if different):</b>	
<b>Date of request:</b>	
<b>Please state whether you are requesting copies of information held about you, or if you are exercising your Right to be Forgotten.</b>	<b>Please circle:</b> This is a request for information Or This is a request to delete my data (Right to be Forgotten)
<b>Relationship with the School:</b>  *If your request relates to a pupil please provide pupils date of birth	<b>Please circle:</b>  Pupil* / staff / parent / employee / governor / volunteer / member Other (please specify):
<b>Correspondence address of requestor:</b>	
<b>Contact number of requestor:</b>	

<b>Email address of requestor:</b>	
<p><b>Details of the information requested:</b></p> <p>Please insert details opposite of the information you would like us to provide you with, that will help us to locate the specific information. Please be as precise as possible.</p> <p><b>Details of the information you wish to be deleted:</b></p> <p>Please insert details opposite of the information you would like us to delete, that will help us to locate the specific information. Please be as precise as possible.</p>	<p>Please provide me with/please delete (delete as appropriate):</p>

I am aware that the Data Protection Officer is required to respond to this request within one calendar month of receipt.

Further advice on how to complete this request along with other useful information can be found through the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely,

Signature of requestor: \_\_\_\_\_

Printed name of requestor: \_\_\_\_\_