

# Urmston Grammar School

Newton Road  
Urmston  
Manchester  
M41 5UG  
email: [office@urmstongrammar.org.uk](mailto:office@urmstongrammar.org.uk)  
website: [urmstongrammar.org.uk](http://urmstongrammar.org.uk)  
Tel: 0161 748 2875  
VAT Registration Number: 120 1656 61



Dear Mrs M Masters (Data Protection Officer)

## Re: subject access request

Please provide me with the information listed below that I am entitled to under the UK 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:

Name:	
Relationship with the school	
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with:

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

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

Yours sincerely,

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

Verbally requested by: \_\_\_\_\_ Date: \_\_\_\_\_

**Urmston Grammar School - Headteacher: Mrs R S Wall**  
**pride, participation, empathy**