



DATA PROTECTION ACT 2018

SUBJECT ACCESS APPLICATION FORM

PERSONAL DETAILS

We need your personal details to find the personal data that we hold about you and your child.

We will keep this form on file for up to two years after we reply to your request. We may transfer some of the information you provide to a computerised database to help us monitor and improve our performance. After two years we will destroy this form and delete identifying details from our database.

Your Name -----

Child/Children's Name/s-----

Only people who have parental responsibility or the child themselves if over the age of 13 can access data about them

Please confirm your relationship to the child

Present Address-----

Postcode-----

Telephone-----

Date of birth if requesting your data-----

Date of birth of your child/children if requesting their data-----

If you have lived at this address for less than two years

Previous Address -----

Postcode-----

Please provide any additional information you think we may need to find your personal data i.e. the dates you/your child attended our school, if not a current pupil.



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Data Subject Declaration

I wish to access personal data KELVIN GROVE PRIMARY holds. I understand that the school will need to confirm my identity and my relationship to the child if I am making a request to access a child's data. I understand that the school/academy may need to contact me to obtain more information from me to find the data that I have requested.

The 30 day reply period begins once I have provided all the information the school.

Please send me all of the information I am entitled to under the Data Protection Act 2018

Signed-----Date -----

Agent's Declaration

If you are **Not** the data subject but have authority to act on his or her behalf you must complete this declaration.

I understand the school may need to contact me to confirm my identity. I understand that the school may need more information from me to find the personal data that I have requested. The 30 day reply period begins once I have provided all the information the school needs.

I confirm that I act on behalf of the Data Subject named overleaf and I have shown to the School/academy proof of my authority to do so.

Signed

Date.....

Please return this form to:

Data Protection – Subject Access Requests
Kelvin Grove Primary
Kelvin Grove
Gateshead
NE8 4UN

Or email it to:

kelvingrovecommunityprimaryschool@gateshead.gov.uk (please state SUBJECT ACCESS REQUEST in the title of the email.)

If you would like help completing this form please contact the school.