



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.

Data Subject Declaration

I wish to access personal data Kepier holds. I understand that the Kepier 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 Kepier 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 Kepier needs. 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 Kepier may need to contact me to confirm my identity. I understand that Kepier 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 Kepier 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:
Trust Clerk
Kepier
Dairy Lane
Houghton Le Spring
DH4 5BH
datarequests@kepier.com

If you would like help completing this form please contact the school on 0191 512 8960.