



# 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 -----  
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Child/Children's Name/s-----  
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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-----  
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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 schools 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 \_\_\_\_\_

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Please return this form to:

DPO@whinfield.net

Or

The school Manager,

Whinfield Primary School,

Augusta Close,

Darlington.

DL1 3HT

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

