

Harton Academy *Subject Access Application Form*



Please complete this form, to help us undertake your subject access request.

Please print clearly.

Personal Details

We need your personal details to find the personal data that we hold about you and/or your child. We will keep this information 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	
Your child / children's name(s)	

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

Please confirm your relationship with the child/children	
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Your present address, including postcode	
Telephone / mobile number	
If you have lived at this address for less than two years, please provide your previous address	

Date(s) of birth for the subject of your request	
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Please provide any additional information you think we may need to find the personal data you are requesting. This may be, for example, the dates you/your child/ren attended the school, if you are not a current pupil or student :

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Data Subject Declaration

I wish to access personal data held by Harton Academy. I understand that the Academy will need to confirm my identity and my relationship to the child/ren, if I am making a request to access data relating to a child/ren. I understand that the 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 Academy needs.

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

Signed		Date	
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Agent's Declaration

If you are not the data subject but have the authority to act on their behalf, you must complete this declaration.

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

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

Signed		Date	
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Please return this form Harton Academy, for the attention of the Headteacher – marked “Subject Access Request”

To Harton Academy, Lisle Road, South Shields. NE33 3DL.

headteacher@hartonacademy.co.uk

If you would like help completing this form, please contact headteacher@hartonacademy.co.uk