

Houghton Primary School
SUBJECT ACCESS REQUEST FORM

Application to make a subject access request under Section 7 of the Data Protection Act 1998.

The person who the personal data is about is known as the data subject and the person who is making the request is known as the applicant. These can of course be the same person depending on the personal data sought. If you are a parent seeking access to your child's official educational records please contact the school office. The information you provide on this form will be used only for the purposes of processing your request.

1. Details of applicant/representative

First name: _____ Surname: _____

Address:

Postcode:

Telephone Number(s):

Email address:

I am also the data subject: (Please tick)

YES (Go to section 3)

No (Go to section 2)

2. Details of data subject

First name: _____ Surname: _____

Address:

Postcode:

Telephone Number(s):

Email address:

3. Details of information being requested

Please provide a clear description of the information you are requesting including, dates, departments and/or any additional information which will enable us to locate it.

Continue on a separate sheet if required

4. Fees

A £10 processing fee is required for requests for personal data. Do not send cash in the mail. Cheques may be made payable to Houghton Primary School.

5. Proof of identity/consent

Please send us copies of two documents that prove who you are.

- One must be photographic (such as a valid passport or driving licence) and;**
- One must prove your current address (such as a recent electricity bill, or council tax bill).**

Alternatively if you are in regular contact with the school, you may wish to arrange an appointment to confirm identification in person. However, proof of address will be required regardless unless collection of information will be in person also.

Please tick either:-

- The information requested is about myself.**
- I am the parent / guardian requesting access to my child's personal data who is under 12 years of age.**

(Please note that whilst we generally only require their written consent if the child is older than 12 years of age, the Data Protection Act requires us to assess competency which is not restricted to age. Therefore in exceptional circumstances, consent may still be required)

- I am representing another individual**

In addition to the required identification outlined above, please send us two forms of identification and written permission from the person that the information is about, saying that we can give you their information. Please note that in some circumstances we may need to verify authenticity.

6. Declaration

- I am the person named in section one of this form and the information I have supplied is accurate. I am asking for personal information held by the school about me / the named person under the provisions of Section 7 and am aware that the unlawful obtaining of personal data is an offence under Section 55 of the Data Protection Act 1998.

Signed:

Print Name:

Date:

For Office Use:

Receipt Date:		Reference:	
ID required/received:		Received by:	
Fee required/received:		Proof of address required/received:	