

Carr Hill Primary School

Tiln Lane, Retford, Nottinghamshire, DN22 6SW

Tel: 01777 702948 Fax: 01777 709055

email: office@carrhill.notts.sch.uk

Head Teacher: Mrs Sally Alford



Carr Hill Primary School is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation becomes law in all European countries from 25th May 2018. From this date, EU residents (data subjects) have greater control over the processing of their personal data and organisations within the EU have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. Please find a copy of our Privacy Notice enclosed; this can also be accessed via the school website.

The data we collect about your child and their emergency contacts will be utilised in accordance with the schools Privacy Notices. The data we collect aids us in our ability to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils. The data collected in this form will also be transferred onto electronic systems and stored in accordance with the schools defined retention periods, according to the nature of the data.

Upon completing this form, you will be providing the school with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive to an individual. This means that, under data protection law, we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation in ensuring that that we maintain a positive and safe teaching and learning environment, where we have a legal obligation to process this data or where we have consent. Special categories of data are classified as: race, ethnicity, religious beliefs, eligibility for free school meals, special educational needs, physical health and mental health information and biometric data.

Where we require your consent for collecting data, this will be specified within our data collection form.

Section One – Your Child's Details

Legal Surname	
Preferred Surname	
Forename	
Preferred Forename	
Gender	
Date of birth	
Address	
Post code	
Day time telephone number	
Parent email address	
Name of siblings attending the school	

Section Two – Your Child’s Medical Information

Do you consider your child to have a medical condition? If yes, please provide details below, including any medication they are required to take whilst at school.

Medical condition(s)	
Allergies	
Medication requirements	
Dietary needs (including for religious reasons)	
Intolerances	

Medical Practice

Name of medical practice	
Telephone number	

Accessibility

If your child has a disability or access requirements, please utilise the below table to notify the school.

Disability	
Access requirements	

Section Three – Parental and Emergency Contact Information

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency; place them in order that you wish for them to be contacted in an emergency. The school also needs to be aware of any Court Orders in order to legally fulfil its safeguarding obligations as a public body organisation.

Contact Name	Relation to the pupil	Home address including postcode	Parental responsibility	Telephone number (mobile and home)	Priority number <small>(Please indicate the order in which you would emergency contacts to be contacted (1-4))</small>
			Yes/No		
			Yes/No		
			Yes/No		
			Yes/No		