



Change of contact details and emergency contacts

Pupil Details																											
Full Name													Class														
Address																											
												Postcode															
Parent/carers with Parental Responsibility																											
1st Parent/ Carer									2nd Parent/ Carer																		
Full Name									Full Name																		
Relationship to Pupil								Relationship to Pupil																			
Home Tel									Home Tel																		
Mobile									Mobile																		
Work Tel									Work Tel																		
Email									Email																		
Address									Address																		
Postcode									Postcode																		
Emergency Contacts:																											
<i>I give consent for my child to be collected by the following person(s) in the event of an emergency/illness if I/we cannot be contacted.</i>																											
1st Contact									2nd Contact																		
Full Name									Full Name																		
Relationship to Pupil								Relationship to Pupil																			
Home Tel									Home Tel																		
Mobile									Mobile																		
Work Tel									Work Tel																		
Email									Email																		
Address									Address																		
Postcode									Postcode																		

Signature: Print Name:

Date:

D	D	M	M	Y	Y
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OLD PARK PRIMARY SCHOOL

Change Of Address/Contact Number/s

Old Park Primary School is a data controller and as such we hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected, and we will abide by the 8 rules of Data Protection, and the 6 principles of the General Data Protection Regulations (May 2018)

We will not share information about pupils with a third party without your consent unless the law allows us to do so. We are, however, required by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

You have a right under the Data Protection Act (and under GDPR from 25 May 2018) to ask to see information that we hold on you/your child. Individuals who wish to receive a copy of this information should submit a request in writing to the Headteacher (in line with our Data Protection Policy – please see school website or request a copy at the office)

The information given on this form will be used throughout your child's time at Old Park Primary School. Please advise the school office, in writing, of any changes.