

Data Collection Sheet

Please complete the information below, sign and return to the school office.

Student Details			
Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Year:	
		Reg Group:	
Address:			
Post Code:			

Please give details of all persons who have parental responsibility – **please include an email address, as this is the school’s primary method of communication.**

Please also list anyone else you wish to be contacted in an emergency, in the order in which you wish for them to be contacted.

Priority	Name	Relationship	Phone	Home Address
1				
email				
2				
email				
3				
email				
4				
email				

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE on request.

Signature:

Date: