

# STEP 1: Data Collection Sheet

## Howes Primary School

Howes Primary School is a data controller. We collect your data and your child's data in accordance with the General Data Protection Regulation 2016 and domestic data protection legislation. We process parents/guardian and pupil information for the purpose of fulfilling a legal obligation and in order to educate and safeguard the pupils in our care. Where appropriate, we may ask for your consent to process information. Our privacy notice outlines what information we collect, why we collect it, where we collect it from, where it is shared, how long it is stored and your rights as an individual. Please read our privacy notice before completing this form. The privacy notice, data protection policy and record retention schedule can be found on the school's website.

Parents/guardians are urged to contact the school as soon as possible if any of the information provided changes over the course of the academic year.

|                       |  |                       |  |
|-----------------------|--|-----------------------|--|
| <b>Surname:</b>       |  | <b>Legal Surname:</b> |  |
| <b>Forename:</b>      |  | <b>Middle name:</b>   |  |
| <b>Chosen name:</b>   |  | <b>Gender:</b>        |  |
| <b>Date of birth:</b> |  | <b>Year Group:</b>    |  |
| <b>Address:</b>       |  |                       |  |
| <b>Post code:</b>     |  |                       |  |
| <b>Telephone:</b>     |  |                       |  |
| <b>Email:</b>         |  |                       |  |

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.

| Priority | Name/Relationship | Home Address/Phone/Mobile/Email | Work Address/Phone/Email |
|----------|-------------------|---------------------------------|--------------------------|
| 1        |                   |                                 |                          |
| 2        |                   |                                 |                          |
| 3        |                   |                                 |                          |
| 4        |                   |                                 |                          |

### Travel arrangements

|                          |         |                          |      |                          |     |                          |      |                          |                  |
|--------------------------|---------|--------------------------|------|--------------------------|-----|--------------------------|------|--------------------------|------------------|
| <input type="checkbox"/> | Bicycle | <input type="checkbox"/> | Walk | <input type="checkbox"/> | Car | <input type="checkbox"/> | Taxi | <input type="checkbox"/> | Public Transport |
|--------------------------|---------|--------------------------|------|--------------------------|-----|--------------------------|------|--------------------------|------------------|

### Dietary Needs

|                          |                  |                          |                  |                          |            |                          |      |
|--------------------------|------------------|--------------------------|------------------|--------------------------|------------|--------------------------|------|
| <input type="checkbox"/> | Free School Meal | <input type="checkbox"/> | Paid School Meal | <input type="checkbox"/> | Sandwiches | <input type="checkbox"/> | Home |
|--------------------------|------------------|--------------------------|------------------|--------------------------|------------|--------------------------|------|

**Medical Practice:**

**Address:**

**Telephone Number:**

### Medical Condition

**Home Language:**

Please note you do not need to provide Ethnicity and Religion and consent can be withdrawn at any point if you do share this information with us.

**Ethnicity:**

**Religion:**

**Parent or carer's signature:**

**Date:**