

PORTSMOUTH PARENTAL CONSENT FORM

FOR SHARING INFORMATION

Name of Child's Setting _____

This is issued in conjunction with the attached privacy notice, which is available on the reverse of this information.

Full Name of child _____
Also know as _____
Date of Birth _____
Name of Parents/Guardian/Carer _____
Relationship to child _____
Address _____ _____
Post Code _____
Phone No. Home _____ Mobile _____ Work _____

From time to time it may be necessary to share information regarding your child in order to offer the best support available from a range of agencies, please sign to give permission for the following agencies:-

General Practitioners, Health Visitor, School Nurse, Educational Psychologist Service, Early Years and Childcare Service (including advisory teachers, Nursery Education Grant Administrator), CAFE, Portage Service, Speech and Language Therapy service and the Ethnic Minority Achievement, and any other agency according to statutory requirements.

Signed _____ Print _____

Relationship to Child _____ Date _____

NB: Portsmouth City Council as data controller will process your personal information in accordance with the Data Protection Act 1998. The council may also be required to disclose personal information to other Local Authority departments and third parties (such as the police, Audit Commission or Department for Work and Pensions) for the purposes of preventing or detecting crime, fraud or apprehending or prosecuting offenders. Further details are outlined in the Privacy Notices which can be found by contacting your Setting or online at:
<http://www.portsmouth.gov.uk.learning.11877.html>

PRIVACY NOTICE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units

And Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Naval Under Fives** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child's early years setting is doing.

This information includes your contact details, periodic progress and foundation stage profile results (where collated), attendance information and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). The Local Authority transfers some of the information we pass to them into the Portsmouth Children's Hub which is shared by partners in the Portsmouth Children's Trust. Details of the Children's Trust can be found at this link. <http://www.portsmouthchildrenstrust.org/>

If you wish to opt out of this arrangement please send a written request to the Local Authority using the Information Services postal address or email address given below.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.portsmouth.gov.uk/learning/11877.html> and

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Portsmouth City Council

Information Services

Education Department

Civic Offices

Guildhall Square PO1 2EA

tel. 023 9284 1465

Corporate Information Governance Officer

FOI Team

Democratic and Community Engagement

Civic Offices

Guildhall Square. PO1 2BQ

tel. 023 9268 8482

email: foi@portsmouthcc.gov.uk

email: lea_info@portsmouthcc.gov.uk

Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street,
London. SW1P 3BT Website: www.education.gov.uk

Phone:- 0370 000 2288 <http://www.education.gov.uk/help/contactus>