**Example template for a letter to parents and carers   
about record-checking and consent**

**Child’s name:**

**Date:**

Dear [parent/carer name],

**Caring for your information**

To meet the requirements of UK General Data Protection Legislation   
(UK GDPR) and best practice, we’d like to take the opportunity to do   
two things:

1. **Check the accuracy of your child’s information**

Firstly, we would like to check that the information we hold about your   
child, including emergency contact details, is fully up to date. Please   
see the attached print-out of your child’s information from our systems.

1. **Seek your consent to use that information**

Secondly, we use information about your child in a number of ways, and we’d like your consent for some of the ways we use this personal data.   
We set these out in more detail below.

If you’re not happy for us to use your child’s information in the ways we   
list, that’s no problem – we’ll accommodate your preferences. Similarly,   
if you change your mind at any time, you can let us know by emailing   
[email address], calling [phone number], or popping into the school office.

Please take this opportunity to discuss the options with your child.

We will review your consent every [period of time, for example, each September].

If you have any other questions, please do get in touch.

Yours sincerely

Headteacher

OFFICE USE ONLY: Insert pupil number as header

Please tick ( ü) the relevant box, sign and return to the school office by [date]

1. **Accuracy of your child’s information**

|  |  |  |
| --- | --- | --- |
| **Confirmation** | **Yes** | **No** |
| I’ve checked the print-out of my child’s information, including the emergency contact information, and confirm the details are correct  (or, where incorrect, I’ve corrected it). |  |  |

1. **My consent**

|  |  |  |
| --- | --- | --- |
| **Confirmation** | **Yes** | **No** |
| I’m happy for the school to take photographs of my child to use on [for example, the school website, school prospectus, or social media – have a separate box for each] |  |  |
| I’m happy to receive [for example, marketing materials, newsletters or fundraising requests from the school or the parent teacher association (PTA)] |  |  |
| I understand that I can withdraw my consent at any time |  |  |

1. **Signature**

|  |  |
| --- | --- |
| **Parent/carer signature** |  |
| **Parent’s/carer’s name** |  |
| **Name of child** |  |
| **Date** |  |