**Example template: record-check and consent**

**Child’s name:** [child’s name]

**Date:** [date]

Dear [parent’s/carer’s name]

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, e.g. each September].

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

Yours sincerely

Headteacher

[OFFICE USE ONLY: Insert pupil number as header]

Please tick ( ü) the relevant boxes, 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 details, and confirm the details are correct (or, where incorrect, I’ve corrected it). |  |  |

1. **Consent to use your child’s information**

|  |  |  |
| --- | --- | --- |
| **Confirmation** | **Yes** | **No** |
| I’m happy for the school to take photos of my child to use on [e.g. the school website, school prospectus or social media – add a separate box for each]. |  |  |
| I’m happy to receive [e.g. 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. |  |  |

|  |  |
| --- | --- |
| **Parent’s/carer’s signature** |  |
| **Parent’s/carer’s name** |  |
| **Child’s name** |  |
| **Date** |  |

[OFFICE USE ONLY: Attach below all information about child in school systems]