

## DATA COLLECTION SHEET 2019/2020

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

Please provide details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. The Academy uses SIMs InTouch to send out correspondence electronically, it is important that an email address and mobile phone number are provided for parents/carers for this purpose.

If you would like to make any changes to the information you have provided following completion of this data collection sheet or to change your permissions for consent, please contact the Academy.

STUDENT'S DETAILS	
Legal surname:	Home Address:
Legal forename:	
Preferred surname:	
Preferred forename:	

If you have other children at Chiltern Hills Academy, please list their names below and we will ensure that all the information you provide on this data collection form, regarding emergency contacts, is updated for them too.  
**Please note a separate form will need to be completed if there are any medical conditions the Academy needs to be advised of.**


PARENT/CARER (FIRST CONTACT)	
Legal surname:	Title: <i>Mr / Mrs / Ms / Miss / Other</i>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:
Work telephone number:	Email address:

PARENT/CARER (SECOND CONTACT)	
Legal surname:	Title: <i>Mr / Mrs / Ms / Miss / Other</i>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:
Work telephone number:	Email address:

THIRD CONTACT (optional)	
Legal surname:	Title: <i>Mr / Mrs / Ms / Miss / Other</i>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:

<b>MEDICAL INFORMATION</b>
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<b>NAME OF STUDENTS' DOCTORS SURGERY</b>
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<b>Medical Conditions</b> (please list below). This information will be passed on to our First Aid Officer.

<b>CONSENT FOR USE OF IMAGES / TO RECEIVE COMMUNICATIONS</b>
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At Chiltern Hills Academy we take images (photographs, video and webcam recordings) of Academy performances, events, trips, activities and the general school day. These photographs/video recordings may be used in printed or electronic publications, printed or electronic media, our Academy website, social media (such as Chiltern Hills Academy Facebook and Twitter) or on internal displays. Please see the Admissions booklet for a full explanation.

I give permission for the Academy to take images of my child. **YES / NO**

I give consent for images of my child to be used on the Academy website. **YES / NO**

I give consent for the Academy to use images of my child in printed or electronic publications (such as the Academy prospectus, newsletter and letters to parents). **YES / NO**

I give consent for the Academy to use images of my child on internal displays. **YES / NO**

I give consent for the Academy to use images of my child in printed or electronic media. **YES / NO**

I give consent for the Academy to use images of my child in social media (Facebook and Twitter). **YES / NO**