



a part of Swanland Education Trust
www.swanlandeducationtrust.co.uk

13th March 2019

Dear Parents/Carers

Annual Contact Data Collection/Review

It is of the upmost importance that the contact data we hold for your child is as up to date as possible. We will therefore conduct an annual data collection exercise, whereby we will share with you the information that we currently hold on record for your child and ask for you to review this for us.

When asking you to review the contact details we hold for your child, it is useful to note that all details are held under one record – this means that split family’s details will be on the record which will be sent home for review. We understand that in some circumstance this may not be appropriate and there may be a wish from a person listed as a contact, to not have their contact data shared. Therefore, we are writing to ask you to indicate how you would like us to handle the contact data we hold about you. If you do not want your contact details sharing with those listed on the contact record, please indicate this wish by completing the tear off slip attached. Likewise, if you are happy for this information to be shared, please complete the tear off slip attached. If you have any questions regarding the content of this letter, please do not hesitate to contact the school and we can discuss the matter further. A Data Capture Sheet will be handed to you upon receipt of the signed slip below, this needs to be returned to school signed and dated whether changes have been made or not.

PLEASE NOTE... It is really important that at any point of change in contact details, you let us know with immediate effect so that we can update our records accordingly.

Thank you for your continuing support, now and in the future.

Yours sincerely

Miss Alison Oxtoby
Head of School

Mr Chris Huscroft
Executive Head Teacher

Name of contact:

Name of child:

I am happy for the details held on my child’s record to be shared with all other parties listed as a contact.*

I do not wish the details held on my child’s record to be shared with the other parties listed as a contact.*

*please delete as appropriate.