



## INFORMATION COLLECTION FORM

Please complete the information below and

Either email back to us Or ask your child to hand in to either school office

[InTouchupdate@whitchurch.cardiff.sch.uk](mailto:InTouchupdate@whitchurch.cardiff.sch.uk)

* Child's Surname:	
* First Name:	
Middle Name (s) :	
Chosen Name:	
Date of Birth:	
Gender: (M or F):	
Form: (eg 7F):	
* Year Group:	
* Required E-mail Address:	

\* Minimum compulsory fields required to allow us to process your details.

- We must have your email address to send documents to you which will allow us to operate a more efficient and paper saving communication service.
- Please note the email address [InTouchupdate@whitchurch.cardiff.sch.uk](mailto:InTouchupdate@whitchurch.cardiff.sch.uk) is simply for registering and updating details to the School's electronic parent mail system and not one for general communication.

I confirm that I consent to the school communicating with me using "InTouch"

Signed:..... Date:.....

(An email return will indicate your authority even if this is unsigned)

### DATA PROTECTION:

This data requested will be stored electronically on the school management information system and used for the purposes outlined in our Privacy Notice. Every effort is made to ensure the accuracy and security of personal data held by the school. Individuals have certain rights of access to personal information held on them these are outlined in our leaflet "What the School, Local Education Authority and Government does with Information it holds on Pupils' copies of which are available on request from the school office.

Thank you for your support in using "InTouch"