

**NOTIFICATION OF CHANGES TO PERSONAL DATA HELD BY ELMSLEIGH INFANT AND NURSERY SCHOOL.**

I hereby give notice that the following changes need to be made on data held by the school:

Change of Contact Details

Phone Number. ....

New Email .....

New Address.....

Change of other emergency contact details eg. relatives/ neighbours

Name .....

Phone Number.....

Remove contact .....

I authorise school admin staff to make the above changes on all school data systems (Text Messaging & Email/Facility/paper records) and to share this information with appropriate professionals in other organisations.

**Signed**.....**Parent/Guardian**

**Print Name** ..... **Date** .....

**Name of Child** .....