



Dear Parent/Carer

Data Protection

Your child will undertake a programme of study at City College Birmingham in the near future.

Under the Data Protection Act we have to get your permission and the permission of your son/daughter to share the vital personal information we collect with other agencies providing learning experiences for students i.e. other schools, colleges, training providers and employers.

This is necessary so that the health and safety of the young learner is protected. It will also ensure that a student's personal and educational needs are catered for as far as possible.

The principles of Data Protection state that data must be stored safely, can only be used lawfully and can only be kept for the purpose and time span of the project. City College regularly checks to ensure that we follow all of the requirements of the act.

The information we keep on file will be the same as the information normally kept by a school. It includes information like name, address, emergency contact number, essential medical information, safeguarding, issues, information about assessment of educational abilities and behaviour where this might lead to risk of accident to the student or learning provider employees.

I would be grateful if you could complete the attached consent form and return it to college via your child. If you have any queries about this or need further information please don't hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sara Carswell', enclosed in a white rectangular box.

Sara Carswell
School Links Coordinator