**Student’s Data Protection Waiver**

In order to provide and process a work experience placement, St Thomas More High School requires some specific information. Some of this information we are required to pass on to the employer so that they can provide a suitable experience and do everything that is reasonable practicable to protect the Health, Safety and Welfare of student’s. The information we require is as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Student’s Surname | Student’s First Name | Student’s Date of Birth |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| DATA REQUIRED | THE USE OF THIS DATA | REASON FOR DATA COLLECTION |
| Student’s Date of Birth | The Student’s age may affect the placement availability or the activity that can be carried out | Legal  Health & Safety Issues |
| Student’s Address and Contact Details  Parent/Primary Carer Contact Details | This information may be used to locate a placement within a travelling distance. The student may need to be taken home or in an emergency, you may need to be contacted. The employer may need to contact you or the student. | Organisational and Welfare issues. |
| Student’s Relevant Medical Data | The employer will need to decide if the placement will be suitable or if there is any activity the student should not be involved with due to the medical condition. | Health & Safety Issues |
| Student’s Special Educational Needs | The employer will need to provide suitable levels of supervision and support for each student to ensure that they do not put themselves or others in danger. | Health & Safety Issues |
| Student’s Emotional and Maturity Issues | The employer will need to provide suitable levels of supervision and support for each student to ensure that they do not put themselves or others in any danger | Health & Safety Issues |
| Student’s Gender | Information may be used to find a suitable placement and given to the employer so that they can plan for the placement and make suitable supervision arrangements. | Organisational and Welfare Issues |
| IF THERE IS ANYTHING THAT YOU CONSIDER COULD BE RELEVANT PLEASE ENTER DETAILS BELOW  *(CONTINUE ON A SEPARATE SHEET IF NECESSARY)* | | |
| Does your child have any Special Educational Needs or Emotional and Maturity Issues? | *Please enter relevant details here* | Health and Safety issues, organisational and Welfare issues |

To enable St Thomas More High School to process the Student’s placement could you please read this document and sign below agreeing that St Thomas More High School can use the data indicated above.

**PARENT/PRIMARY CARER**

**I agree to the use of the above data as described for my son/daughter’s work experience**

Name……………………………………………………… Signature…………..……………………… Date……………

**STUDENT**

**I agree to the use of this data as described for work experience as listed above**

Name……………………………………………………… Signature…………..……………………… Date……………

**Please return to Reception to Mrs Bradley**