**EMERGENCY KEY HOLDER**

# Data Protection – Key Holder Information Consent Form

Please print all details clearly

**School:**

**Key-Holder Name:**

**Job Title:**

**Home Telephone Number:**

**Mobile Telephone Number:**

**Home Address:**

**Postcode:**

The contact detail information we collect will be used by Derby City Council’s School Organisation and Provision Team, Derby City Council’s Emergency Planning Team and Derbyshire County Council’s Emergency Planning Team for the purpose of responding to any type of emergency involving the school named above and to contact school key holders if it is ever necessary to open a school as a temporary rest centre for people needing temporary evacuation from their homes. The Council’s 24/7 Care Link Team will have access to the information for use in responding to a school emergency. We may share your information with the emergency and health services if they request it from us to deal with an emergency.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice.  Alternatively, you can request a hard copy from:

Contact Support Team, Business Support, Derby City Council, Council House, Derby, DE1 2FS. Email: contact.support@derby.gov.uk Tel: 01332 640825

I give permission for my contact details to be held by Derby City Council’s School Organisation and Provision, Emergency Planning and Care Link Teams to be used in accordance with the description above.

**Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by Head Teacher / Acting Head:

**Contact Order** (For example if there is an emergency and you would like us to try contacting this person first out of three people, enter 1/3)**:** \_\_\_\_/\_\_\_\_

Or: This person should be removed from the emergency key holder list □

**Head Teacher Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to Helen Zwart at helen.zwart@derby.gov.uk via secure e-mail (Egress)