 

**Consent** – to be completed and signed by **Parents/Carers. Please tick all the relevant boxes. Send with the referral form. Tick as appropriate**

 I agree to this Request for Support for the Birmingham City Council (BCC) Education Service as identified on this consent form Physical Difficulties Support Service. (PDSS)

 I give permission for the Service supporting my child to have relevant personal, medical, and educational information relating to my child.

  I agree to Birmingham City Council (BCC) processing my child/family information and I understand that both paper and electronic records may be kept as a result of this Request for Service and that any records will be kept securely and destroyed safely in accordance with BCC Document Retention and Deletion Schedule.

 I understand that information (for example - Reports, Learning Targets, Developmental Progress) will be shared with other professionals who are already involved with my child/family, or any other agencies that might become involved with my child or family in the course of any support offered to my child. This will be done in accordance with Birmingham City Council’s Information Sharing Protocols. This will only be information that is relevant and necessary, shared with people who need that information, and, when there is a specific need for that information to be shared at that time.

 I understand you will seek consent from me if you want another service, not already involved, to see or work with my child.

 I understand that as part of the General Data Protection Regulations, I have a right to request a copy of the information BCC holds about me/my child. For more information, I can contact BCC’s Data Protection Officer at the Corporate Information Management Team, PO Box 16366 Birmingham or email – infogovernance@birmingham.gov.uk

 I understand that I can access the BCC Privacy Notice at

[www.birmingham.gov.uk/info/20154/foi\_and\_data\_protection/384/privacy\_statement/1](http://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement/1)

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| Name of parent – please print.  |  |
| Signature  |  |
| Name of child  |  |
| Date of Birth  |  |
| Date |  |