



Tuesday 12<sup>th</sup> March 2024

**To the parent/carer of children in classes 3HW and 3CR**

Dear Parent/Carer

### **Data Sharing with West Lindsey Leisure Centre**

West Lindsey Leisure Centre are in the process of streamlining their processes and the use of their AquaPassport portal. This will facilitate access to your child's progression in swimming as they track this each week.

In order for this process to work effectively, they require some information from us regarding your child. This information will need to be provided in advance of swimming sessions taking place. The details required will enable the Leisure Centre to effectively identify the children during lessons and in the event of any emergency. As such, they will need to be provided with your child's full first name and full surname. In addition, they would require information regarding any additional needs your child might have, as well as medical information, and which might assist the teacher to help your child during lessons. Whilst this may be small or minor details, it could have a large impact on how your child is taught. Ideally, they would also require your child's date of birth but this is not essential. I would like to reassure you that the only vital information that they are asking for is your child's full name and any medical conditions. This will ensure that during lessons, they can identify each child and account for them in the event of a fire or evacuation.

All information they collect is protected by their GDPR policies; further information can be found on their website should you wish to read this. Once information has been provided to the Leisure Centre, this will be uploaded onto their AquaPassport in preparation for their first session. This system will facilitate groupings and the swimming sessions can be planned and tailored to each child's specific abilities.

We understand that you may have concerns or feel anxious about your child's data being shared but we can assure you that this is processed in the strictest of confidence and only used for the purpose of swimming lessons. However, if you would like to discuss any aspect of this, Mr Coleman will be happy to meet with you. Mr Coleman is our Data Protection Officer and ensures that General Data Protection Requirements (GDPR) are adhered to at all times. West Lindsey Leisure Centre do not deal with third party software or external companies to run their lessons or manage their data.

If you are happy for your child's data to be shared with West Lindsey Leisure Centre, please complete and return the attached consent form. This consent has to be received in writing; we are unfortunately unable to accept verbal consent. Please note that your child will not be able to take part in swimming sessions if we do not receive this consent from you.

This information will be shared in time for them to commence swimming sessions in January 2024.

Yours sincerely

Mr J Holland

PE lead – Castle Wood Academy





## DATA SHARING WITH WEST LINDSEY LEISURE CENTRE

Name of child: ..... Class: .....

I give consent for the following information to be shared with the Leisure Centre:

My child's full name (full first name and surname) Yes / No

My child's date of birth (not compulsory) Yes / No

My child's medical information Yes / No

Please detail any medical information:

.....

.....

My child has additional needs Yes / No

Please detail any additional needs:

.....

.....

Signed: ..... Date: .....

(Parent/Carer)

