

***EXAMPLE* contacts reference sheet**

You may wish to use this reference sheet to have attending parents' contact details to hand. You should only record personal information here that parents have already shared with you or your organisation.

This document is **confidential** and for YOUR USE ONLY. Store it securely and do not share it with anyone.

Name	Telephone	Mobile	Email

Note on privacy

As this document contains personal information, it presents a risk to parents' privacy.

To mitigate this risk, you must ensure that this document is:

- Stored securely
- Kept confidential (not shared)
- Destroyed within 2 weeks of programme delivery ceasing

You should also ensure that you are using this personal information in compliance with your organisation's privacy and data protection policies, and with relevant data protection regulations.