



Change of Address Form

Please complete this form if you have recently moved to a new address. It is important that this is completed otherwise the address held for your child by Somerset County Council will be incorrect and, for example, the starting school information will be sent to the wrong address.

Details About You

Details About Your Partner (if appropriate and if they are moving with you)

Legal Surname	Legal First Name	Date of Birth	Legal Surname	Legal First Name	Date of Birth

New Address		Date Moved	
		Contact Telephone No	
Postcode			

Child(ren)'s Details

Legal Surname	Legal First Name	Date of Birth

Child(ren)'s Details

Legal Surname	Legal First Name	Date of Birth

I confirm the information given above is correct and that I have read and agreed to the privacy notice overleaf.

Signed: _____ Date: _____

Please return this form to: PPC51, Core Data Team, Somerset County Council, County Hall, Taunton, TA1 4DY

Office Use Only

Date Received
Processed by/Date

Privacy notice:

Notification regarding the processing of personal data supplied on this form

Data Controller – Somerset County Council

Data Protection Officer contact – informationgovernance@somerset.gov.uk

Purpose for processing – The information requested will be used to update the address that is held for the individuals listed.

Legal basis for processing – We are processing your personal data because we are required to do so by law.

By Law – Childcare Act 2006

Legitimate Interests – SCC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.

Data Sharing – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any early years setting that your child(ren) attends as well as Somerset County Councils software supplier and the Department for Education.

Transfers abroad – this data is held within the EU and is accessible by the approved application provider.

Data Retention – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

Your Rights – You have the right to ask Somerset County Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: If you do not supply this information to us, the information held will be incorrect and could lead to information regarding starting school to be sent to the wrong address.

For more information see www.somerset.gov.uk/privacy