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**Re: Advice on Data Protection Legislation and Vaccination within Schools**

*Dear Head Teacher,*

Thank you once again for the continued support, collaboration and leadership you provide to ensure that all children are protected against vaccine preventable diseases.

Considering the recent increase in measles cases and the threat of outbreaks, we wanted to ensure that schools had the necessary advice on delivery of vaccination within schools. This includes the use and sharing of children and young people's personal information to support the national vaccination programmes.

**The key message is that there is a lawful basis for processing personal data and schools do not have to obtain prior consent of children or their parents or guardians to lawfully share personal information from school rolls with immunisation services for vaccination.**


We will continue to work to ensure that vaccinators try and keep disruption during school visits to a minimum and only ask you to assist with the things they cannot do themselves. It is paramount that we protect London from the potential risk of outbreaks. Once again, we appreciate the support you give to the immunisation teams.

Please find attached the National NHSE & UKSHA guidance on the legal basis for sharing data and how schools can support the vaccination programmes. We have also included some general FAQs, for your information.

Yours sincerely,



Susan Elden  
Consultant in Public Health, NHSE-London



Anna Bryden  
Director of Public Health, Ealing Council

## FAQs around schools providing class lists to SAIS providers

### *Why are schools asked to provide class lists?*

There are a few reasons why class lists are requested from schools by School-Aged Immunisation Providers (SAIS) providers. They use these lists to compare against their own circulation lists and cross-check to ensure no children are being missed during their school immunisation sessions, due to the parent not having been sent key details such as the e-consent form link, information about the different vaccinations, or catch-up clinic details. Without class lists from schools, SAIS providers must work solely from the lists provided by NHS-commissioned Child Health Information Services, which may have incomplete or out of date information, leading to the risk that not all children receive a 100% immunisation offer and slip through the net. They also use these class lists to record which children accept or decline the vaccination and who are yet to return their e-consent form.

In order for SAIS providers to carry out these checks, the class lists provided from schools must contain (as a minimum): **Child's First Name, Surname, Date of Birth (DOB), and Postcode, and Parents/Carers Contact Details** . If there are any additional details available, these would be greatly appreciated, as it facilitates their work.

### *How do SAIS providers use these class lists to contact parents/carers?*

The class lists need to have the most up to date contact details for parents, which SAIS providers can use to follow-up with those who have not returned consent forms either accepting or declining vaccination. SAIS providers often call parents in advance of their school visit if they have not yet returned the consent form, to ask if they want their child to be vaccinated at the session and to obtain consent verbally over the phone, alongside answering any questions they may have. They do this because parents often feedback that they did not receive the emails with the e-consent link from SAIS or the school and so were unaware of the upcoming immunisation session taking place and would like their child to be vaccinated.

### *How are SAIS providers GDPR approved?*

GDPR is confirmed and updated each year by providers, which they send out in letter form to each school every new school term. Schools can then send on this information to parents if this is requested.

### *What is the e-consent process and are there paper options?*

The e-consent process is the simplest way for parents to provide consent for their child to be vaccinated. A link is sent out where parents can log in, confirm the school their child attends and other school details such as year group, class, name and DOB. They can then confirm whether they would like their child to receive the vaccine. A decline option is also present on the form, so SAIS providers stress for parents to use the link even if they don't want their child to get the vaccination. This allows the SAIS to know what their true school cohort is and how many children they will actually be vaccinating on the day of the session,

as well as identify which parents may not have received the link or be aware of the need to accept/refuse consent. The e-consent option is also available in multiple languages.

SAIS are trying to discourage schools from using the paper option where possible, as this ensures better information governance and that no data gets lost. However, the paper consents contain the same information and allow parents to fill in all the details for their child. Many SAIS providers have now set-up call centres to give parents the option to provide their consent verbally over the phone, if they do not want to or do not feel confident in filling out the e-consent link themselves.

### **What schools can do to further support the immunisation session**

The information below outlines how your school can support the immunisation sessions taking place in your schools. Your school-aged immunisation service will try and keep disruption to a minimum and will only ask you to do the things that they cannot do themselves.

As in previous years, your school will be asked to:

- work with the team to agree the best approach for implementing the programme in your school
- nominate a named contact to liaise with the team
- agree dates for the routine vaccination sessions or catch-up sessions as required
- provide class lists with contact details to support the offer to eligible children
- agree a process for providing parents or guardians with the invitation letter, information leaflet and consent form
- encourage young people and their parents or guardians to look out for the consent form and return it by an agreed time
- send reminders through your usual channels such as email or text distribution lists, parent newsletters, visual display screens, parent evenings
- communicate these key public health programmes delivered in school on your website
- let parents know which day vaccinations will take place
- let young people know what will happen and answer any questions that they or their parents have on the logistics and date of vaccinations
- bringing down all classes (where capacity allows), including those without returned consent forms, to allow SAIS providers to conduct verbal consenting on the day

Other practical considerations include:

- providing a suitable location for the vaccination to take place such as the school hall or large classroom
- ensuring the immunisation team can access the agreed space before the vaccinations are due to start, so they can set up

**The above information and more can be found at: [Adolescent vaccination programme: briefing for secondary schools 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/adolescent-vaccination-programme-briefing-for-secondary-schools-2023-to-2024)**

**Please find below a complete list of the London SAIS providers and the boroughs they cover.**

<b>Borough</b>	<b>Provider</b>	<b>Phone Number</b>	<b>Email address</b>
Barking & Dagenham	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Barnet	CLCH	0208 447 3622	clcht.barnetimmunisationteam@nhs.net
Bexley	HRCH	020 3903 3380	HRCH.ImmunisationTeamBexleyMailbox@nhs.net
Brent	CNWL	01895 485 740	cnw-tr.ImmunisationTeam@nhs.net
Bromley	HRCH	020 3903 3375	HRCH.ImmunisationTeamBromleyMailbox@nhs.net
Camden	CNWL	0203 317 5076	cnwl.immunisationteaminnergoodall@nhs.net
City & Hackney	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Croydon	Croydon	020 8274 6453	CH-Tr.immunisationteam@nhs.net
Ealing	CNWL	01895 485 740	cnw-tr.ImmunisationTeam@nhs.net
Enfield	NMUH	0204 553 3890	northmid.enfieldimmunisationteam@nhs.net
Greenwich	Oxleas	0208 320 5741/ 5742/ 5721	Oxl-tr.immunisations@nhs.net
Hammersmith & Fulham	CNWL	0203 317 5076	cnwl.immunisationteaminnergoodall@nhs.net
Haringey	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Harrow	CLCH	0208 102 6333	clcht.harrowimmunisationteam@nhs.net
Havering	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Hillingdon	CNWL	01895 485 740	cnw-tr.ImmunisationTeam@nhs.net
Hounslow	CLCH	0203 691 1013	clcht.hounslowschoolagedimmunisation@nhs.net
Islington	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Kensington & Chelsea	CNWL	0203 317 5076	cnwl.immunisationteaminnergoodall@nhs.net
Kingston	HRCH	020 3691 1043	HRCH.ImmunisationTeamKingstonMailbox@nhs.net
Lambeth	HRCH	020 8614 5495	Hrch.immunisationteammailboxlambeth@nhs.net
Lewisham	LGT	02030491897/ 07341888526	Lg.shsimmunisation@nhs.net

Borough	Provider	Phone Number	Email address
Merton	HRCH	020 3903 3373	HRCH.ImmunisationTeamMertonMailbox@nhs.net
Newham	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Redbridge	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Richmond	HRCH	020 3691 1019	HRCH.ImmunisationTeamMailbox@nhs.net
Southwark	HRCH	020 8614 5496	Hrch.immunisationteammailboxesouthwark@nhs.net
Sutton	HRCH	020 3903 3371	HRCH.ImmunisationTeamSuttonMailbox@nhs.net
Tower Hamlets	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Waltham Forest	Vaccination UK	0203 343 2400 option 4	appointments@v-uk.co.uk
Wandsworth	HRCH	020 3903 3374	HRCH.ImmunisationTeamWandsworth@nhs.net
Westminster	CNWL	0203 317 5076	cnwl.immunisationteaminnergoodall@nhs.net