

NHS England - London Public Health  
10 South Colonnade, Canary Wharf  
London  
E14 4PU

*Email: susan.elden1@nhs.net*

*05.06.2025*

**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.

Please find attached [here](#) the UK government guidance for school immunisation. This sets out the lawful basis for processing data under GDPR and how schools can support the vaccination programmes. We have also included some general FAQs and information on consent for your information. <https://www.gov.uk/guidance/seeking-consent-for-immunisations-in-schools>

**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 appreciate the support you give to immunisation teams and protecting children from vaccine preventable diseases and potential outbreaks. If there is anything we can do to help make the vaccination visits run more smoothly please let us know.

Thank you again for all your support.

Yours sincerely,

A handwritten signature in blue ink that reads 'S Elden'.

Susan Elden  
Consultant in Public Health, NHSE-London

## 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. We ask that our teams provide a 100% immunisation offer. 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work solely from the lists provided by NHS-commissioned Child Health Information Services, which may have incomplete or out of date information, leading to the risk that children could miss their vaccination offer. 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), Gender, Full Address (including postcode), Primary Contact Number and Primary Email Address**. 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:**

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/supporting-immunisation-programmes>

[Adolescent vaccination programme: briefing for secondary schools 2024 to 2025 - GOV.UK](#)

<https://www.gov.uk/guidance/seeking-consent-for-immunisations-in-schools>