

St Wilfrid's RC Primary School
School Workforce Consent Form

All organisations must have a legal basis for processing your personal information. This legal basis could be a legal obligation, life or death situations, as part of a contract with you or through consent given by you. The General Data Protection Regulation (GDPR) May 2018 explains that:

- *Consent must be a freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.*

This form is used to record evidence of your explicit consent to process the following personal data.

The Personal data we wish to process is:

	Tick to opt in
1. Staff Photographs (e.g. badges / display boards / website / newsletters) Also see staff photo/video consent form	
2. Next of Kin / Emergency contact details	
3. References (as requested by you)	
4. Medical Records inc referrals (e.g. Occupational Health)	

This will benefit the school and the workforce in the following areas:

School publicity Ensuring duty of care Career development Health & safety Business continuity

This personal data will be processed as follows:

Captured: By electronic media (e.g. photos/videos); By staff consent (forms/verbal) Stored On: Secure MIS; Password- protected drives; Locked in secure cabinets Shared with: Senior Leadership / School Business Admin (Except photographs which are publically displayed) Disposed of: In line with school retention schedule available upon request

I have read and understood St Wilfrid's RC Primary School's Workforce Privacy Notice as seen in the Staff Induction Pack and on the school website.

I give my consent for St Wilfrid's RC Primary School to process my personal information as detailed above and I understand that I can withdraw my consent at any time by contacting the school and requesting that they no longer process this personal information unless there is a legal obligation to do so.

Name:	
Address:	
Phone:	
Email:	
Signed:	
Date:	