



UK GDPR & Consent

Consent

As a school, we will seek consent from staff, volunteers, young people, parents and carers to collect and process their data. We will be clear about our reasons for requesting the data and how we will use it. There are contractual, statutory and regulatory occasions when consent is not required.

We may process personal and sensitive data without consent if another provision applies.

Consent is defined by the UK GDPR as “any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”.

We may seek consent from young people also, and this will be dependent on the child and the reason for processing. Pupils over 13 can give or withdraw consent.

Consent and Renewal

On the school website, we have ‘Privacy Notices’ that explain how data is collected and used. It is important to read those notices as it explains how data is used in detail.

Obtaining clear consent and ensuring that the consent remains in place is important for the school. We also want to ensure the accuracy of that information.

When a student joins us, part of the process is to seek consent. This information is retained on the student file. If there are any changes, please inform us.

We review the contract and consent form on an annual basis, there will be reminders about the need to update us throughout the school year.

For Students and Parents/Carers

On arrival at school, you will be asked to complete a form giving next of kin details, emergency contact and other essential information. We will also ask you to give consent to use the information for other in-school purposes, as set out on the data collection/consent form.

Student consent procedure

Where processing relates to a child under 13 years old, the school will obtain consent from a person who has parental responsibility for the child.

Students may be asked to give consent or to be consulted about how their data is obtained, shared and used in certain situations.



Withdrawal of Consent

Consent can be withdrawn, subject to contractual, statutory or regulatory constraints.

Where more than one person has the ability to provide or withdraw consent the school will consider each situation on the merits and within the principles of UK GDPR and also child welfare, protection and safeguarding principles.

Please complete the appropriate form which is available on the school website.



Adult
Consent Withdrawal Form

Please complete and deliver this form to the school office with your signature.

Please note that as a school we may have contractual, statutory and/or regulatory reasons why we will still process and hold details of a student, parent, staff member, volunteer or other person.

Where two parents share parental responsibility, or where PR is shared and the student is capable of expressing a view and there is a conflict between the individuals the process of withdrawing consent will be subject to an evaluation and discussion to enable a decision to be reached that is considered to be in the students best interests.

Withdrawal of consent for an individual

I,, withdraw consent for Redmoor Academy to process my personal data. I withdraw consent to process my personal data for the purpose of, which was previously granted.

Signed:

Date:

Received by Redmoor Academy

Date:

Staff member details:

Actions:



Withdrawal of consent on behalf of a Student

Please complete and return this form to the school office with your signature.

Please note that as a school we may have contractual, statutory and/or regulatory reasons why we will still process and hold details of a student, parent, staff member, volunteer or other person.

Where two parents share parental responsibility, or where PR is shared and the pupil is capable of expressing a view and there is a conflict between the individuals the process of withdrawing consent will be subject to an evaluation and discussion to enable a decision to be reached that is considered to be in the student’s best interests.

We may need to seek identification evidence and have sight of any Court Order or Parental Responsibility Agreement in some cases to action this request. If this is the case a member SLT will discuss this with you.

I, , withdraw consent in respect of.....
(Parent/Carer Name) *(Student Name)*

for Redmoor Academy to process their personal data for the purpose of
....., which was previously granted.
(specify legitimate reason of processing personal data)

I confirm that I am (Parent/Carer) and that I have
(Parent/Carer Name)

parental responsibility for the student.

Signed:

Date:

For office use only

Received by Redmoor Academy:

School staff member:

Actions:



Data Subject Consent Withdrawal Form

Please complete and return this form to the school office with your signature.

Please note that as a school we may have contractual, statutory and/or regulatory reasons why we will still process and hold details of a pupil, parent, staff member, volunteer or other person.

I,, withdraw my consent to process my
(data subject name)
personal data from Redmoor Academy. The Academy no longer has my consent to
process my personal data for the purpose of
.....
*(specify legitimate reason of processing
personal data)*
which was previously granted.

Signed:

Date:

For office use only

Received by Redmoor Academy:

School staff member:

Actions: