

# Consent

# Policy



# Policy

**Reviewed: March 2023**  
**To be reviewed: March 2024**

## **St. John's C.E. (C) Primary School**

### **Consent Policy as part of Data Protection Protocol**

#### **Rationale**

In accordance with our Christian values St. John's C.E. (C) Primary School supports the Governing Body in ensuring a safe and secure learning environment. Where, in accordance with the General Data Protection Regulation (2018), the consent of the data subject is required for the processing of his or her personal data, it will be within the scope of this procedure. Consent of the data subject means 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. The data controller, St. John's C.E. (C) Primary School, is responsible under the Data Protection Act (2018) and General Data Protection Regulation (2018) for obtaining consent from the data subject under advisement from the Data Protection Officer Tim Pinto of The E-Safety Office. This policy should be read in conjunction with the statutory Data Protection Policy.

#### **Aims and Objectives**

- To demonstrate that the data subject has given explicit consent to the processing of his or her personal data (Consent Form – Pupil, Staff Member or Governor).
- To demonstrate that the data subject has consented to the processing of his or her personal data for one or more specific purposes (Consent Form – Pupil, Staff Member or Governor).
- To demonstrate that the data subjects' consent is easily distinguishable from any other matter relating to the data subject (if recorded in paper / electronic file format use the Consent Form – Pupil, Staff Member or Governor, or email then attach the email to the form).
- To demonstrate that the data subjects' consent is in an intelligible and easily accessible format using clear and plain language.
- To demonstrate that the data subject has been informed of their right to withdraw consent before giving consent.
- To demonstrate that processing of data is limited to the contract bound by the explicit consent given by the data subject.
- To demonstrate the data subject has withdrawn consent to the processing of his or her personal data.
- Where the processing had multiple purposes, we are able to demonstrate withdrawal of consent for all of them.

## Practice and Procedures

Privacy Notices are distributed to all new staff via the Staff and Student Handbook. A Privacy Notice is displayed in the staff room. Privacy Notices are distributed to all pupils via the new starter pack.

All pupils are given additional consent forms that outline why we are asking for consent and we intend to do with the data. All consent forms have the following paragraph included so parents and carers are aware of their legal rights.

*"The information on this form will be processed in accordance with the Data Protection Act (2018). You have the right to withdraw your consent at any time. To do this simply contact Mrs. Hatfield in the school office."*

## Inclusion and Equality

In line with our duties under the Equality Act (2010) and as set out in our Equality Policy we are committed to providing a safe and secure environment for all on our premises. Everybody is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability.

## Policy Monitoring and Review

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are any changes to the statutory guidance that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of the school.

**Policy produced by ..Sarmilla Dhangar..... Date: ...10.03.23..**

**Approved by (Chair of Governors):..... Date : .....**

**Review Date: March 2026**

*If you need further copies of this document, or would like the document in another format, such as enlarged print, audio tape or another language, please contact Sarmilla Dhangar, Bursar, at the school.*

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