

# Keir Hardie Primary School

## Consent and Consent Withdrawal Procedure



### Overview

All personal data under the General Data Protection Regulation (GDPR) must be lawfully processed. Consent is a legal basis which can be used to ensure that personal data is lawfully processed. However, the use of consent is onerous and wherever possible an alternative legal basis should be sought. The School may be required to seek consent from Data Subjects which include staff, parents/guardians and pupils.

Consent provides individuals with real choice and control over use of personal data. Genuine consent puts individuals in charge, builds customer trust and engagement, and enhances reputation. The GDPR provides five other ways of processing data that may be more appropriate than consent particularly in the education sector. It is unlikely that consent will be used for curricular activities as sufficient statutory powers exist which provide a more suitable legal basis.

Data subjects have the specific right to withdraw consent. The school are required to inform data subjects about their right to withdraw, and offer them easy ways to withdraw consent at any time.

### Responsibilities

The School (as a data controller) is responsible for requesting, recording and managing consent which includes processing withdrawal of consent from data subjects.

### Consent Procedure

The School shall be able to demonstrate that the data subject has given explicit consent to the processing of his or her personal data.

Wherever consent is requested, clear, plain language that is easy to understand will be used. Data subjects will be required to positively opt in (pre ticked 'opt out' boxes will not be used).

### Requesting consent

Consent must be freely given and the data subject must have a genuine choice as to whether or not they wish to provide their personal data. For example a staff noticeboard with photographs is not essential for the running of the school and therefore consent is likely to be required.

Extra Curricular activities which require the use of personal data (such as school photographs, after school Clubs) are likely to require written consent as there is unlikely to be another legal basis which applies.

The School shall be able to demonstrate that reasonable efforts have been made to establish the authenticity of the parental responsibility.

### Recording consent

The school will be responsible for keeping records of how and when consent was obtained. Records of consent and privacy notices which were provided should be retained for the duration of the processing activity. See Appendix 1 for an example pupil consent form.

### Managing consent

The school will regularly review records of consent to ensure that they remain relevant and up-to-date. If the consent held by the school is no longer relevant, re consent will be sought at the appropriate time.

### Withdrawal of consent

The school will ensure that individuals are able to withdraw their consent at any time and ensure that requests are promptly processed. See Appendix 2 for a Consent Withdrawal Form. Data subjects who choose to withdraw consent will not be penalised in any way.

**Compliance**

All staff are expected to comply with the School's policies to the highest standards. If any School employee is found to have breached this policy, they may be subject to the School disciplinary procedure. If a criminal offence is considered to have been committed, further action may be taken to assist in the prosecution of the offender(s).

## Keir Hardie Pupil Consent Form



Child's name:

At Keir Hardie, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school. We may also make video or webcam recordings for use by the school. This will always be done using approved school equipment.

Occasionally, the school may be visited by the local newspaper to take photographs or film an event at the school. Pupils will sometimes appear in these images, which may be published in the local newspaper.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

To comply with the GDPR, we need your consent to photograph or make any recordings of your child and to use them for display.

Please tick the relevant box(es) below and return this form to school

I am happy for the school to take photographs of my child

I am happy for photos of my child to be used on the school website

I am happy for photos of my child to be used in the school prospectus

I am happy for photos of my child to be used in internal displays

I am happy for photos of my child to be used by local media/external agencies

I am happy for video and webcam recordings to be used on the school screens

I am happy for Social media e.g twitter feed

Can we identify your child using their first name only?

I am **NOT** happy for the school to take or use photos, video and webcam of my child

If you change your mind at any time and want to withdraw consent, you can let us know by emailing [info@keirhardie.newham.sch.uk](mailto:info@keirhardie.newham.sch.uk), calling the school on 0207 476 1284 or just popping in to the school office

If you have any other questions, please get in touch.

We really value using photos and videos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent.

My decision on whether to give consent will remain valid throughout my child's time at the school and thereafter, unless I notify the school to the contrary in writing.

I also agree that if I or a member of my family take photographs or video recordings at a school event, they will be kept for private family use only, and will not be used for commercial purposes or put on public display including websites and social networks such as Facebook.

Parent or guardian's signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_



## PHOTOGRAPHY CONSENT FORM FOR PARENTS

I understand that Keir Hardie Primary School may wish to use photography or film footage featuring my image both on internal screens and online when showing events or activities in school during which there is parental involvement.

I give consent to the use of my photography as described above.....

I do not consent to the use of my photography as described above....

Signature: .....

Name  
(CAPITALS):.....

Child's Name & Class .....

Date:  
.....

Consent for photography to be used by the school can be withdrawn at any time by contacting the school office.