



## Consent Policy

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## 1. Aims

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. However, in most cases data will only be processed if explicit consent has been obtained.

## 2. Consent

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.

## 3. Consent and Renewal

On the college 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 college. We also ensure the accuracy of that information.

## 4. Pupils and Parents/Carers

On joining the college 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.

We review the contact and consent form on an annual basis. It is important to inform the college if details or your decision about consent changes.

## **5. Pupil Consent Procedure**

Where processing relates to a child under 16 years old, school will obtain the consent from a person who has parental responsibility for the child.

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

## **6. 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Consent can be withdrawn, subject to contractual, statutory or regulatory constraints.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 college will consider each situation on the merits and within the principles of UK GDPR and also child welfare, protection and safeguarding principles.

Appropriate forms are available from the college website.