

Workforce Consent

Consent form and acknowledgement of the receiving and understanding of General Data Protection Regulation, 2018 (GDPR) and associated data protection legislation related documents for;

Name (in full)	
Date	
School	

I have read and understand my responsibilities as stated in the school Confidentially Agreement

Signed	
Date	

I have received a copy of the Southport Learning Trust Workforce Privacy Notice and understand the basis for which my data (including biometric data where appropriate) is collected and processed.

Signed	
Date	

I am aware that my personal data (including biometric data where appropriate) will be securely stored and correctly destroyed once it is no longer required.

Signed	
Date	

I have received training on GDPR compliance. This training included;

- ✓ GDPR overview
- ✓ Rights of individuals
- ✓ Lawfulness of data processing
- ✓ Records management and procedures
- ✓ Personal accountability
- ✓ Management of breaches

Signed	
Date	

I have received a Categories of Data Breach document which outlines the breach reporting process and categories of breach. I understand that this is a working document which may be subject to changes.

Signed	
Date	

I have received a copy of the Email protocol.

Signed	
Date	

I am aware that all electronic documents should be stored using a **year.month.document name** format. (e.g. 2018.05.GDPRconsent)

Signed	
Date	

I am aware that emails regarding students should be sent using a **Initials.year group.subject** format (e.g. JS.Y11.Safeguarding)

Signed	
Date	

Please tick the relevant boxes

I am happy for the school to use my name on display around school.	
I am happy for my name to be used in documents that relate to the school.	
I am happy for my name to be used on the school website.	
I am happy for my photograph to be used in documents that relate to the school.	
I am happy for my photograph to be used on the school website.	

Signed	
Date	

If you change your mind at any time, you can let us know by contacting the Data Lead Assistant Headteacher within school.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer (DPO) in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

Data Protection Officer: Nick Holden from Nexusprotect Phone: 08454 631072 or email: nick@nexus-global.co.uk