

## Consent Form – Staff Personal Data

The General Data Protection Regulation came into force from the 25<sup>th</sup> May 2018. This placed additional obligations on organisations which affects how they handle personal data. We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems.

During your time with us we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information. That Privacy Notice is also available on the Woodland Academy Trust website.

*Please note this consent form links to the Workforce Privacy Notice.*

You will see from that Privacy Notice that in relation to most of what we do with information relating to you we do not require your consent. In relation to some uses of your information however we do need your consent and that is the purpose of this form.

We ask that you please carefully consider this consent form, complete it and return it to us. We will not be able to do any of the following without you having returned this form confirming that you consent to us doing so. Therefore, if you want us to be able to use this information for these purposes then you must indicate this to us.

You are not required to consent to the use of information in the table below, and if you do not consent then this will not impact on your position with us.

### **Promoting the Woodland Academy Trust**

We want to be able to promote the Trust to attract new pupils, and to show the quality of the Trust. This may also involve the reporting of events involving the Trust such as visits from dignitaries. As part of this we want to be able to use photographs and videos of our workforce in promotional material and media reports.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner’s Office on taking photos in schools and obtaining consent.

I agree to consent to images of myself being used on the schools/trust’s: -	Agree	Disagree
Website		
Twitter Feed		
Facebook Page		
Instagram		
YouTube Channel		
Newsletters		
WAT CAIRS celebrating: Length of Service; CPD Achievements; Significant events such as births, weddings, sponsored events.		
School prospectuses, flyers, leaflets and brochures		

Other promotional material (such as banners, signs and displays)		
Advertising in newspapers and other media		
In and around the school building		
In promotional materials to show the history of the school		
To photographs being taken of myself by the school photographer. Please note the group photos will be made available for families to purchase.		

### **Recording Videos**

The schools use digital film for a number of reasons. The main purpose is to promote the schools and Trust; we also use videos to celebrate children's successes

I agree to consent as follows: -	Yes	No
I give my permission for video recording of myself to be used in promotional videos in the media formats consented to in the images section.		

As stated above, your decision in relation to any of the above will not affect your employment with the Trust, and you are free to refuse your consent in relation to any of these proposed uses.

You may change your mind in relation to any of the above at any time. This includes withdrawing your consent to anything that you have agreed to.

To withdraw your consent to any of the above, or otherwise amend your position, please write/email the Head Teacher, the Data Protection Lead for the school via the school office or for Trust staff please email the Data Protection Officer (DPO), Executive Officer at [dpo@nhp.bexley.sch.uk](mailto:dpo@nhp.bexley.sch.uk)

This consent will otherwise continue until your position with the Woodland Academy Trust comes to an end.

I consent to my images and video recordings being used by the school in the media formats as set out above

Name: (Please print in block capitals)	
School/Trust:	
Signature:	
Date:	

Please note this consent form links to the Staff Privacy Notice which can be viewed at the following link: <https://www.woodlandacademytrust.co.uk/our-trust/gdpr-privacy-policy/>