

FOXHILL PRIMARY SCHOOL AND FOX CLUB

General Data Protection Regulations: VOLUNTEER / SUPPLY DECLARATION FORM (CONSENT)

<u>Data collected ABOUT YOU AS PERSONNEL (not exhaustive)</u>	<u>Reason needed</u>	<u>Shared with (ONLY as necessary)</u>
Personal contact details <ul style="list-style-type: none"> • Name, title, • Employee/Teacher no • National Insurance • Addresses, • Telephone numbers • Personal email • Qualifications 	Contact Payment DBS check	Working with Schools (Payroll) SIMs School records DBS Admin Staff / Headteacher
Emergency contact info <ul style="list-style-type: none"> • Next of kin • Emergency contact number 	Health & Safety	School Records SIMs Admin Staff / Headteacher
Special Category / Sensitive <ul style="list-style-type: none"> • Gender • Relevant disability information • Age • Nationality • Information about criminal convictions and offences • Photo on sign in system • Criminal convictions 	Safeguarding	Working with Schools (Payroll) - Medical SIMs School records DBS Office Manager / Headteacher / Governors
ICT <ul style="list-style-type: none"> • CCTV footage • Sign in system 	Safeguarding	School records Admin Staff / Headteacher / Site Manager
Photos*	Display Website	Pupils / Parents / Staff

***The use of data marked with an asterisk is optional, that we are not required by law, as part of our role as an employer or as our role as a School, to collect.**

Therefore we require your permission to use this indicating on the DECLARATION form.

FOXHILL PRIMARY SCHOOL AND FOX CLUB
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DECLARATION FORM (CONSENT)

THIS MUST BE RETURNED TO THE OFFICE ASAP PLEASE

Declaration Form

I give consent to:

YES

NO

- My photo being used for display in school and the Website as necessary.

I, _____, declare that I understand:

- Foxhill Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Foxhill Primary may share my data with Government census and the Local Authority.
- Foxhill Primary School will not share my data to any other third parties without my consent, unless the law requires it to do so (e.g. for payment, record keeping purposes).
- Foxhill Primary School will always ask for explicit consent where this is required, and I must provide the consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Security Policy and Personal Data Privacy & Protection Policy.
- My rights to the processing of my personal data - as recorded in the Privacy Notice.
- That I can find out more information about the processing of my personal data by contacting the school's Data Protection Officer - contact details to be found in the Privacy Notice.

Signed _____ Date _____