



## Consent Procedure

**Nov 2020**

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<b>Date Approved by Governors:</b>	10 <sup>th</sup> Nov 2020
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<b>Version History</b>	

## **1. Scope**

Where, in accordance with the GDPR, the consent of the data subject is required for the processing of his or her personal data, it will be within the scope of this procedure.

Consent of the data subject means 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.

## **2. Responsibilities**

The data controller, Fairfield School is responsible under the GDPR for obtaining consent from the data subject under advisement from the Data Protection Officer.

## **3. Consent procedure**

- 3.1 Fairfield School shall be able to demonstrate that the data subject has given explicit consent to the processing of his or her personal data (Consent Form – Pupil, Staff Member or Governor).
- 3.2 Fairfield School shall be able to demonstrate that the data subject has consented to the processing of his or her personal data for one or more specific purposes (Consent Form – Pupil, Staff Member or Governor).
- 3.3 Fairfield School shall be able to demonstrate that the data subjects' consent is easily distinguishable from any other matter relating to the data subject (if recorded in paper / electronic file format use the Consent Form – Pupil, Staff Member or Governor, or email then attach the email to the form).
- 3.4 Fairfield School shall be able to demonstrate that the data subjects' consent is in an intelligible and easily accessible format using clear and plain language.
- 3.5 Fairfield School shall be able to demonstrate that the data subject has been informed of their right to withdraw consent before giving consent.
- 3.6 Fairfield School shall be able to demonstrate that processing of data is limited to the contract bound by the explicit consent given by the data subject.

## **4. Withdrawal of consent procedure**

- 4.1 Fairfield School shall be able to demonstrate the data subject has withdrawn consent to the processing of his or her personal data.
- 4.2 Where the processing had multiple purposes, Fairfield School shall be able to demonstrate withdrawal of consent for all of them.

This policy will be reviewed on a bi-annual basis.