



English Martyrs' Catholic Primary School

All organisations must have a legal basis for processing your personal information or your child's personal data. This legal basis could be a legal obligation, life or death situations, as part of a contract with you or through consent given by you. You can give consent for yourself or your child if they are under the age of 13. If your child is 13 or older then they need to give consent themselves.

The General Data Protection Regulation (GDPR) May 2018 explains that:

- *Consent must be a freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.*

This form is used to record evidence of your explicit consent to process the following personal data.

The Personal data we wish to process is:

*Date of Birth
Address
Parental and wider family, carer, nominated people details
Unique Pupil Number
Ethnicity
Dietary requirements/needs/allergies*

The will benefit the school and the pupil by:

Swift transferring of information between schools, other agencies such as Health, Social Care, Police should the need arise.

This personal data will be processed as follows:

Information and personal data shared will be recorded by English Martyrs' Catholic Primary School; it will be stored in a locked filing cabinet and online through our SIMS database which can only be accessed with a password and by named staff personnel only. It will be shared with known and authorised colleagues from the agencies named above. When no longer needed, the information will be shredded using the school shredder and disposed of. It will be deleted as appropriate on line

Captured: photocopied and recorded/signed for Royal Mail delivery; encrypted email

Stored: paper based and stored in locked cabinet; online through password protected computer and database with passwords and access only for known staff personnel

Shared with: Known and authorised colleagues within English Martyrs' Catholic Primary School and those outside agencies named above

Disposed of: Shredded if paper based and deleted from online sites and databases

I give my consent for English Martyrs' Catholic Primary School to process my personal information as detailed above and I understand that I can withdraw my consent at any time by contacting the school and requesting that they no longer process this personal information unless there is a legal obligation to do so.

Name:	
Address:	
Phone:	
Email:	
Signed:	
Date:	