



ANGLIAN LEARNING

*Dynamic, empowered learners who thrive and lead in
their communities: locally, nationally and globally*

CONSENT POLICY

THIS POLICY WAS APPROVED:	AUTUMN 2022
POLICY VERSION:	1.0
THIS POLICY WILL BE REVIEWED:	AUTUMN 2025
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	HEAD OF GOVERNANCE, COMPLIANCE AND RISK
THIS POLICY WAS CONSULTED WITH:	DPO
THIS POLICY WAS DISTRIBUTED TO:	UPLOADED TO CONNECT

1. This policy covers all personal data that we process on the understanding we must obtain consent when no other lawful basis applies. We are responsible for obtaining consent from a data subject under advisement from the Data Protection Officer (DPO).
2. The General Data Protection Regulation (GDPR) says consent is “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”.
3. The GDPR defines a child as anyone under the age of 16 years old, although this may be lowered to 13 by individual Member State law. The processing of personal data of a child is only lawful if parental or custodian consent has been obtained. The DPO makes reasonable efforts to verify in such cases that consent is given or authorised by the holder of parental responsibility over the child.
4. Each school will implement a process for completion of consent forms which may be electronically or by paper copy. They will record the information in their management information system.
5. We provide a clear privacy notice in plain language wherever personal data is collected and retain evidence of consent forms as appropriate for:
 - general consent for processing personal data
 - explicit consent for the processing of sensitive personal data
 - consent for the use of personal data for specific purposes
 - consent for the use of personal data relating to specific contracts
6. We inform data subjects of the right to withdraw consent before giving consent and record the giving of this information.

Consent forms can be found in the following appendices:

Appendix A Consent form for using Pupil Photographs and videos (Primary)

Appendix B Consent form for using Pupil Photographs and videos (Y7)

Appendix C Consent form for using Pupil Photographs and videos (Y9-13)

Appendix D Consent form for using Staff Photographs and videos

Appendix E Consent form for using Trustee and Governor Photographs and Videos

Appendix F Consent form for using adult learners photographs and videos

Appendix G Consent form for using Anglian Leisure customers photos/videos

Appendix H Consent form for using pupils' biometric data

Appendix A

Consent form for using Pupil Photographs and videos (Primary)

We often use photos of pupils on our website, on social media and in our school prospectus and newsletters to give people a flavour of school life, to keep the school community informed about what our pupils do and to celebrate achievements.

Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need the consent of parents / carers to use photographs or video images of pupils in this way.

Where we use images of individual pupils, the full name of the pupil will not be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your child's data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your child's personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at dataservices@judicium.com.

Appendix B

Consent form for using Pupil Photographs and videos (Y7)

We often use photos of pupils on our website, on social media and in our school prospectus and newsletters to give people a flavour of school life, to keep the school community informed about what our pupils do and to celebrate achievements.

Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need the consent of parents / carers to use photographs or video images of pupils in this way usually until they reach the age of 13. From the age of 13, pupils may give their own consent where we are satisfied that they are able to understand what this means.

Where we use images of individual pupils, the full name of the pupil will not be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your child's data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your child's personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

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Appendix C

Consent form for using Pupil Photographs and videos (Y9-13)

We often use photos of pupils on our website, on social media and in our school prospectus and newsletters to give people a flavour of school life, to keep the school community informed about what our pupils do and to celebrate achievements.

Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need the consent of parents / carers to use photographs or video images of pupils in this way usually until they reach the age of 13. From the age of 13, pupils may give their own consent where we are satisfied that they are able to understand what this means.

Where we use images of individual pupils, your full name will not be displayed and not used in such a way that you can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

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I consent to Anglian Learning and/or its member schools using photographs or videos of my child/me in the following ways:

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
On school or Trust websites (eg articles, newsletters, school prospectus)		
On school or Trust printed resources (eg newsletters, school prospectus)		
In internal displays (eg pictures of events and classroom activities, for identification purposes)		
In the media, (eg local newspapers)		
On social media, (eg Twitter, Linked In, Facebook, Instagram)		
For the purpose of staff recruitment, such as in recruitment packs and job adverts on school or Trust websites.		
For promoting the school or Trust by third-party organisations listed on our website including staff recruitment platforms.		
I am NOT happy for the school to take or use photos or videos of my child/me.		

Pupil name:

Form:

(Parent Name):

Signature:

Date:

Appendix D

Consent form for using Staff Photographs and videos

We sometimes use photos of staff on our website, on social media and in our school/adult learning prospectus, newsletters and other promotional material. Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need consent to use photographs or video images in this way.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at dataservices@judicium.com.

I consent to Anglian Learning and/or its member schools using photographs or videos of me in the following ways:

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
On school or Trust websites (eg articles, newsletters, school prospectus)	<input type="checkbox"/>	<input type="checkbox"/>
On school or Trust printed resources (eg newsletters, school prospectus)	<input type="checkbox"/>	<input type="checkbox"/>
In internal displays (eg pictures of events and classroom activities, for identification purposes)	<input type="checkbox"/>	<input type="checkbox"/>
In the media, (eg local newspapers)	<input type="checkbox"/>	<input type="checkbox"/>
On social media, (eg Twitter, Linked In, Facebook, Instagram)	<input type="checkbox"/>	<input type="checkbox"/>
For the purpose of staff recruitment, such as in recruitment packs and job adverts on school or Trust websites.	<input type="checkbox"/>	<input type="checkbox"/>
For promoting the school or Trust by third-party organisations listed on our website including staff recruitment platforms.	<input type="checkbox"/>	<input type="checkbox"/>

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
I am NOT happy for the school to take or use photos or videos of me	<input type="checkbox"/>	<input type="checkbox"/>

Appendix E

Consent form for using Trustee and Governor Photographs and Videos

We sometimes use photos of Trustees and Governors and on our website, on social media and in our school/adult learning prospectus, newsletters and other promotional material. Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need consent to use photographs or video images in this way.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at dataservices@judicium.com.

I consent to Anglian Learning and/or its member schools using photographs or videos of me in the following ways:

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
On school or Trust websites (eg articles, newsletters, school prospectus and alongside your biography)	<input type="checkbox"/>	<input type="checkbox"/>
On school or Trust printed resources (eg newsletters, school prospectus)	<input type="checkbox"/>	<input type="checkbox"/>
In school reception areas for the purpose of identification.	<input type="checkbox"/>	<input type="checkbox"/>
In the media, (eg local newspapers)	<input type="checkbox"/>	<input type="checkbox"/>

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
On social media, (eg Twitter, Linked In, Facebook, Instagram)	<input type="checkbox"/>	<input type="checkbox"/>
For promoting the school or Trust by third-party organisations listed on our website including staff recruitment platforms.	<input type="checkbox"/>	<input type="checkbox"/>
I am NOT happy for the school to take or use photos or videos of me.	<input type="checkbox"/>	<input type="checkbox"/>

Appendix F

Consent form for using adult learners photographs and videos

We sometimes use photos or videos of our adult learners on our website, on social media and in our school/adult learning prospectus, newsletters and other promotional material. Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need consent to use photographs or video images in this way.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at dataservices@judicium.com.

I consent to Anglian Learning and/or its member schools using photographs or videos of me in the following ways:

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
On school or Trust websites (eg articles, newsletters, school prospectus)	<input type="checkbox"/>	<input type="checkbox"/>
On school or Trust printed resources (eg newsletters, school prospectus)	<input type="checkbox"/>	<input type="checkbox"/>
In the media, (eg local newspapers)	<input type="checkbox"/>	<input type="checkbox"/>
On social media, (eg Twitter, Linked In, Facebook, Instagram)	<input type="checkbox"/>	<input type="checkbox"/>
For promoting the school or Trust by third-party organisations listed on our website including staff recruitment platforms.	<input type="checkbox"/>	<input type="checkbox"/>
I am NOT happy for the school to take or use photos or videos of me.	<input type="checkbox"/>	<input type="checkbox"/>

Appendix G

Consent form for using Anglian Leisure customers photos/videos

We sometimes use photos of Anglian Leisure customers on our website, on social media and in our newsletters and other promotional material. Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need consent to use photographs or video images in this way. We need the consent of parents / carers to use photographs or video images of children usually until they reach the age of 13. From the age of 13, children may give their own consent where we are satisfied that they are able to understand what this means.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your data.

You can withdraw or change your consent at any time by contacting **XXXX**. Please note that processing of your personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at dataservices@judicium.com.

I consent to Anglian Learning and/or its member schools using photographs or videos of me in the following ways:

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
On Anglian Learning and Anglian Leisure websites (eg articles, newsletters, Sports Centre brochure)	<input type="checkbox"/>	<input type="checkbox"/>
On Anglian Learning and Anglian Leisure printed resources (eg newsletters, Sports Centre brochure)	<input type="checkbox"/>	<input type="checkbox"/>
In the media, (eg local newspapers)	<input type="checkbox"/>	<input type="checkbox"/>
On social media, (eg Twitter, Linked In, Facebook, Instagram)	<input type="checkbox"/>	<input type="checkbox"/>
For the purpose of staff recruitment, such as in recruitment packs and job adverts on school or Trust websites.	<input type="checkbox"/>	<input type="checkbox"/>
For promoting the school or Trust by third-party organisations listed on our website including staff recruitment platforms.	<input type="checkbox"/>	<input type="checkbox"/>

USE OF PHOTOS/VIDEOS (may contain audio)	PHOTOS ✓	VIDEO ✓
I am NOT happy for the school to take or use photos or videos of me/my child	<input type="checkbox"/>	<input type="checkbox"/>

Appendix H

Consent form for using pupils' biometric data

We run a biometric cashless catering system for the purchase of school meals. This means that your child can be enrolled on our Biometric system, taking a biometric image of your child's fingerprint. This is not stored as an image but is converted using a mathematical process to change the image into what is essentially a string of random numbers.

Under the Protection of Freedom Acts 2012, we need the consent of parents / carers to use biometric data of pupils under the age of 18. As stated in the guidance, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Your child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school/college is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school/college, or your child objects to such processing, your child may be provided with a unique PIN number or payment card. Parents/Carers can add money to their child's account using **XXXX**.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school/college. Please note that when your child leaves the school/college, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

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I consent to Anglian Learning and/or its member schools using biometric data of my child in the following ways:

USE OF BIOMETRIC DATA	TICK ✓
I am happy for the school to use my child's fingerprints for them to receive school meals.	<input type="checkbox"/>

USE OF BIOMETRIC DATA	TICK ✓
I am happy for the school to use my child's fingerprints for them to add money to their food account.	<input type="checkbox"/>
I am NOT happy for the school to use my child's biometric data in these ways.	<input type="checkbox"/>