



ANGLIAN LEARNING

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

# CONSENT POLICY

THIS POLICY WAS APPROVED:	SPRING 2025
POLICY VERSION:	3.0
THIS POLICY WILL BE REVIEWED:	SPRING 2028
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. Schools will issue regular reminders to parents that when events take place, photos/videos of pupils who have given consent may be published.
6. 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
7. We inform data subjects of the right to withdraw consent before giving consent and record the giving of this information.
8. Consent to collect Biometric data is covered by the [Biometrics Policy](#)

Consent forms can be found in the following appendices which may be incorporated into Microsoft forms.

**Appendix A** Consent form for using Pupil Photographs and videos

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

**Appendix C** Consent form for using Staff Photographs and videos

**Appendix D** Consent form for using Trustee and Governor Photographs and Videos

**Appendix E** Consent form for using adult learners' photographs and videos

**Appendix F** Consent form for using Anglian Leisure customers photos/videos



## Appendix A



SCHOOL  
LOGO

### Consent form for using Pupil Photographs and videos

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.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school). From Year 9 pupils will be asked to give their own consent.

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 published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason

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 the following email address [dataservices@judicium.com](mailto:dataservices@judicium.com)

I consent to Anglian Learning and/or its member schools using photographs or videos of my child 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 LinkedIn, Facebook, Instagram, TikTok)	<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 (eg Arts Council England, The Hill Group)	<input type="checkbox"/>	<input type="checkbox"/>
Photographs being taken of my child (individual and group photos) by the school photographer. The group photos will be made available for other parents to purchase.	<input type="checkbox"/>	<input type="checkbox"/>
I am <b>NOT</b> happy for the school to take or use photos or videos of my child.	<input type="checkbox"/>	<input type="checkbox"/>

Pupil name:

Class:

Parent Name:

Signature:

Date:

## Appendix B



SCHOOL  
LOGO

### 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.

Consent to using your images will last throughout your time at the school and will continue to apply for a short time after you leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

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 published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason

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 the following email address [dataservices@judicium.com](mailto: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 LinkedIn, Facebook, Instagram, TikTok)	<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 (eg Arts Council England, The Hill Group)	<input type="checkbox"/>	<input type="checkbox"/>
Photographs being taken of my child (individual and group photos) by the school photographer. The group photos will be made available for other parents to purchase.	<input type="checkbox"/>	<input type="checkbox"/>
I am <b>NOT</b> happy for the school to take or use photos or videos of me.	<input type="checkbox"/>	<input type="checkbox"/>

Pupil name:

Form:

Signature:

## Appendix C



SCHOOL  
LOGO

### 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.

Consent to using your images will last throughout your time of employment and for a short while after (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

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 published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason.

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 the following email address [dataservices@judicium.com](mailto: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 LinkedIn, Facebook, Instagram, TikTok)	<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 (eg Arts Council England, The Hill Group)	<input type="checkbox"/>	<input type="checkbox"/>
I am <b>NOT</b> happy for the school to take or use photos or videos of me.	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Signature:

Date:

## Appendix D



SCHOOL  
LOGO

### 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.

Consent to using your images will last throughout your time of employment and for a short while after (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

You can withdraw or change your consent at any time by contacting the Clerk. 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 published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason.

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://anolianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at the following email address [dataservices@judicium.com](mailto: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"/>
On social media, (eg LinkedIn, Facebook, Instagram, TikTok)	<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 (eg Arts Council England, The Hill Group)	<input type="checkbox"/>	<input type="checkbox"/>
I am <b>NOT</b> happy for the school to take or use photos or videos of me.	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Signature:

Date:

## Appendix E



SCHOOL  
LOGO

### 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.

Consent to using your images will last throughout the time you are a learner and for a short while after. Please note select images may also be kept for longer (for example to illustrate history of the school).

You can withdraw or change your consent at any time by contacting the Adult Learning Manager. 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 published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason.

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 the following email address [dataservices@judicium.com](mailto: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 LinkedIn, Facebook, Instagram, TikTok)	<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 (eg Arts Council England, The Hill Group)	<input type="checkbox"/>	<input type="checkbox"/>
I am <b>NOT</b> happy for the school to take or use photos or videos of me.	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Signature:

Date:

## Appendix F



LOGO

### **Consent form for using Anglian Leisure customers photographs and 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.

Consent to using your images will last throughout the time you are an Anglian Leisure customer and for a short while after. Please note select images may also be kept for longer (for example to illustrate the history of the school or Sports Centre).

You can withdraw or change your consent at any time by contacting the Sports Centre Manager. 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 published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason.

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 the following email address [dataservices@judicium.com](mailto: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 LinkedIn, Facebook, Instagram, TikTok)	<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 (eg Arts Council England, The Hill Group)	<input type="checkbox"/>	<input type="checkbox"/>
I am <b>NOT</b> happy for the school to take or use photos or videos of me/my child	<input type="checkbox"/>	<input type="checkbox"/>

Child's name (if under 13):

Name:

Signature:

Date: