

Sacred Heart Catholic High School

GDPR: Consent Process



SACRED HEART

Review Date: May 2018
Next Review due: May 2019

Persons responsible for review: SLT (IT Strategy), Board in consultation with Head Teacher

Consent Process

Sought

1. For new pupils a consent form should be given to parents/carers before the child begins at the school.
2. The school adopts a positive opt in approach to its consent. This means that should a parent/carer not return a consent form or leave any aspect of the consent form incomplete then the school will take this as a no.

Recorded

1. When a parent/carer returns their consent form. This information should be entered into your School MIS.
2. The consent form should then be filed away in a secure location for future reference if required.
3. The consent form is being kept owing to it having the parent/carers signature which will allow the school to verify consent should they be challenged.

Managed

1. Consent will be reviewed annually. For current pupils an updated consent form should be given once a year. By doing this it gives parents/carers a real choice in controlling their consent.
2. If a parent/carer does not return an updated consent form when requested, then point 2 (sought) would apply.
3. The school will ask for very clear and specific consent for information not on the school consent form, should they require it, e.g. one-off events. This will be carried out using the same processes within this document.
4. Any third-party controller who the school seek consent on behalf of will be named.
5. If a parent/carer wishes to withdraw consent, they would contact the school and request a new consent form.
6. This form will be sent out in a timely manner, and the School MIS updated accordingly.
7. The new consent form will be filed with previous versions.
8. Previous versions are being kept owing to them having the parent/carers signature which will allow the school to verify consent should they be challenged.
9. Consent forms will be destroyed in accordance with the school personal data ecosystem.
10. The school will avoid making consent a precondition of a service unless there is a lawful requirement to do so.