

## Data Protection Act 2018

### **Staff Consent Form**

Under the Data Protection Act 2018, we are required to seek consent to hold certain types of personal data under certain circumstances.

We want to use lots of photos in displays around school. You may be included in a group shot or asked to pose in an individual shot. Even if you agree to give consent, you can still step aside when photos are being taken and can ask that a specific photo is replaced on a display.

We also have systems in school that are controlled by fingerprint access. E.g. door control and cashless catering systems. Your fingerprint is not stored on the computers, instead it is converted to code called an algorithm. No-one (not even the company) can convert this algorithm back into a fingerprint.

We ask that you supply emergency contact information, but we need to be assured that the contact has given permission for their data to be supplied.

Finally, you may wish to inform us about medical or health information that is not a mandatory disclosure, but which you feel may be relevant or useful for us to know. E.g. you may have a nut allergy and carry an EpiPen.

Please tick the following as appropriate:

#### **Privacy Notice:**

- I have received a copy of the privacy notice for staff and have had the opportunity to ask questions

#### **Photo Consent:**

- I **give** consent for my photo to be used other than for identification.

**OR**

- I **do not give** consent for my photo to be used other than for identification. I will step aside when photos are being taken and I will raise this with event/activity organisers as appropriate.

**Biometric Consent**

**I give** consent for my biometric data to be stored so that I can access systems via this method.

**OR**

**I do not give** consent for my biometric data to be stored. I would like alternative arrangements to be made.

**Contact Information:**

I confirm that I have the permission of my emergency contact for you to hold their details (name, address, telephone number(s), email address, relationship type) as my 'next of kin' on the school database.

**Additional Medical or Health Information:**

I would like the school to be aware of the following:

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Staff Name (Please print clearly): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_