

## Consent Form – Workforce Personal Data

During your time with us, we will gather information about you that we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information and the Privacy Notice is also available on the Trust website: [www.dixonsat.com](http://www.dixonsat.com)

You will see from the Privacy Notice that we do not require your consent for most uses of information relating to you. In relation to some uses of your information, however, we do need your consent and that is the purpose of this form. We ask that you please carefully consider the information on this consent form and then complete and return the form to us. Unless you return this form confirming your consent for our use of your information, we will not be able to use your information for any of the purposes listed below. Therefore, if you are willing for us to use your information for these purposes, you must indicate this to us on this form.

You are not required to consent to the use of the information included in the table below and if you do not consent this will not have an impact on your position with us.

### Promoting the Trust

We wish to be able to promote the Trust to attract new pupils and show the quality of the Trust; this may also involve the reporting of events involving the Trust, such as visits from dignitaries. As part of this, we wish to be able to use photographs and videos of our workforce in promotional material and media reports.

	Yes	No
<b>I am happy for the information selected below to be used for the purpose of promoting the Trust and reporting on events involving the Trust:</b>		
Photographs of me		
Videos of me		
<b>I am happy for the information selected above to be used:</b>		
On internal screens which may also be viewed by visitors to the school site and on internal notice boards		
On the Trust website		
In the Trust prospectus		
In local news media – newspapers, internet and television		
In national news media – newspapers, internet and television		
<b>I am happy for biometric information to be used for the purposes of controlling lunch and break accounts through a 'Parentpay' accounting system.</b>		

As stated above, your decision in relation to any of the above will not affect your employment with the Trust and you are free to refuse your consent to any of these proposed uses.

You may change your mind to any of the above at any time. This includes withdrawing your consent to anything that you have agreed to. To withdraw your consent to any of the above, or to otherwise amend your position, please write to the Data Protection Lead at the academy you are based at:

Unless otherwise indicated, this consent will continue until your position with the Trust comes to an end.

**Signed**..... **Date** .....

**Name**.....

This consent form is to be completed by each member of the Trust workforce, including local governors, volunteers and board trustees and members, when they first join the Trust.