



## **School Governors Consent Form**

This form explains the reasons Birkwood Primary School may use your personal data. Please read the form thoroughly and outline your agreement as appropriate.

### **Why do we need your consent?**

Birkwood Primary School requests your consent to use your personal data for various reasons, which will be outlined in this form.

Without your consent, the school will not use your data unless the school has another lawful basis to process your data, such as a legal obligation. Similarly, with regards to data obtained via consent, if there are only certain conditions under which you would like your data to be used, the school will abide by the conditions you outline in this form.

### **What data is collected?**

The personal data that the school is asking consent from governors for includes the following:

- Photographs
- Forename, surname (including any previous surnames)
- Date of Birth
- Address (including 5 year address history)
- Email address

### **How will we use your data?**

The school will use your data for the following reasons:

- For use in the school newsletter
- Photographs will be used to promote the governing board within school and on the school website
- Data used on our school website will also include:
  - I. Your position on the governing body
  - II. Area/s of responsibility
  - III. Term of office
  - IV. Business Interests
  - V. Attendance at meetings
- To complete disclosure and barring service checks

### **Will anyone else use your data?**

The following organisations will use your data:

- PrimarySite – School website
- Edubase – The DfE register of educational establishments
- National Governors' Association
- BMBC – Governor services
- BMBC - to complete the administration of DBS checks



Should the occasion arise that another organisation will use your data, **additional consent** will be sought first.

### **What are the conditions of use?**

- This consent form is valid for your term of office. Consent will be refreshed if any aspect of the data management changes.
- It is the data subject's responsibility to inform the headteacher, in writing, if consent needs to be withdrawn or amended.
- The school will only use the data outlined in this form as you have consented to.
- Where appropriate, data presented in reports will be anonymised, such as in the headteacher's report to the governing board.
- The school will not use any sensitive data for any purposes without first seeking additional consent, unless the school has another lawful basis for processing, such as a legal obligation.
- The school will retain your data until this consent form is invalid, due to expiry, withdrawn consent, or you no resign from the governing board.

### **Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** process data which you have provided consent for.

### **Refreshing your consent**

This form is valid for the entirety of your term of office.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. the school wishes to request to process another piece of data.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

### **Withdrawing your consent**

Data subjects have the right to withdraw their consent at any time. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

If you have any questions regarding this form, please do not hesitate to contact the headteacher, Daniel Wood at [d.wood@birkwood.org.uk](mailto:d.wood@birkwood.org.uk) or 01226 710447.

Thank you for taking the time to read this form.

**Please sign and return the attached declaration on the next page.**



## Governor Consent Declaration

I, ..... (name of data subject), understand:

- Why my consent is required.
- How the school will use my data.
- Which other organisations may have access to and use my data.
- The conditions under which the school will use my data.
- That I have provided my consent below for the school to use my data and the school will only use my data in line with the specified conditions of use.
- That I will be asked to re-provide consent where any circumstances change.
- That I can amend or withdraw my consent at any time and I must do so in writing to the headteacher.

I provide consent for the school to:	Yes	No
Use my image on the school website		
Use my image for display in school		
Sharing my data with Edubase		
Sharing my data with the National Governors' Association		
Sharing my data with PrimarySite (School website)		

Signature: .....

Date: .....