



**CONSENT FORM – WORKFORCE PERSONAL DATA**

During your time with us we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the College website.

You will see from that Privacy Notice that in relation to most of what we do with information relating to you we do not require your consent. 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 this consent form, complete it and return it to us. We will not be able to do any of the following without you having returned this form confirming that you consent to us doing so. Therefore, if you want us to be able to use this information for these purposes then you must indicate this to us.

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

Promoting Exmouth Community College

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

	Yes	No
<p>I am happy for the information selected below to be used for the purpose of promoting the College and reporting on events involving the College:</p> <ul style="list-style-type: none"> <li>• Photographs of me</li> <li>• Videos of me</li> </ul>		
<p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> <li>• On internal screens which may also be viewed by visitors to the school site [and/or on internal notice boards]</li> <li>• On the College website</li> <li>• In the College prospectus</li> <li>• In local news media – newspapers, internet and television</li> <li>• In national news media – newspapers, internet and television</li> </ul>		

Safeguarding at Exmouth Community College

In order to effectively safeguard our students and staff, we require all staff to wear a College lanyard and identity badge, with a staff photograph.

	<b>Yes</b>	<b>No</b>
I am happy for the College to take and process a photo of me in order to produce a staff identity badge		

Paying for Meals

From September 2018 the Academy has a system for paying for meals which uses fingerprint recognition. The system works by taking an image of a fingerprint and turning it into a digital signature. The image of the fingerprint is turned into a mathematical algorithm and then discarded. It cannot be used to recreate the fingerprint. Further information is available on the College website.

	<b>Yes</b>	<b>No</b>
I do wish to be included in the Impact Biometric registration process		

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

You may change your mind in relation 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 otherwise amend your position, please write to:

Lisa Malton  
Data Protection Officer  
Exmouth Community College  
Gipsy Lane  
Exmouth  
EX8 3AF

Email: [lisa.malton@exmouthcollege.devon.sch.uk](mailto:lisa.malton@exmouthcollege.devon.sch.uk)

This consent will continue following the end of your position with the College.

<b>Signed:</b> .....	<b>Name:</b> .....
<b>Date:</b> .....	