General Consent for Staff

FROM NOVEMBER 2026

Aquinas Church of England Education Trust

Policy control			
Title	General for Staff		
Responsibility	Data Protection Officer		
Review body	Chief Executive Officer		
Suite	Data Protection		
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Version	**Date**	**Author**	**Note of revisions**
V1	8/10/24	MCA	Placed in new house style using the school bus template
V2	10/11/26	MCA	No Changes

Template

Data Protection General Consent Form for Staff

This consent form is for staff employed to work at **Rye Community Primary School** (the Academy) part of **AQUINAS Church of England Education Trust** (the Trust).

This form explains the reasons why and how the Trust and Academy may wish to use your personal data, including images and videos, in Trust and Academy publications, marketing material (including digital), websites and educational training material. Please read the form thoroughly and confirm if you give your consent as appropriate.

Name of Member of Staff	

Why do we need your consent?

The Trust and the Academy collects a lot of data and information about staff working at the Academy so that it can run effectively as a school and safeguard pupils and so the Trust can meet its responsibilities as your employer. For most personal data collected or created by us about you and processed by us (including images and videos), we do not require your consent as the data protection legislation provides us with a legal basis to use your personal data for the purposes of running a school, educating and safeguarding pupils and being your employer. Please see the Trust's data protection policy for more information about our legal basis for processing personal data. A copy can be accessed at https://www.aquinastrust.org/Policies/ Our privacy notice explains how and why we collect your data, what we do with it and what rights you have in relation to the personal data and information collected.

However, we do need consent for the use of your personal data (including images and videos) where such use does not strictly fall within the remit of running our schools, educating and safeguarding pupils and being your employer. Such use being inclusion of your personal data (including images and videos) in:

- Trust and Academy publications.
- Trust and Academy social media accounts such as X formerly known as Twitter, Facebook and Instagram.
- Trust and Academy visual displays.
- Academy productions.
- Marketing material (including digital).
- Trust and Academy websites.
- Educational training material.

Without your consent, we will not use your personal data (including images and videos). Similarly, if there are only certain conditions under which you would like your personal data (including images and videos) to be used, the Academy will abide by the conditions you

outline in this form. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

Why do we use your personal data including images and videos?

The Academy may create and/or use your existing personal data as part of displays to celebrate school life; to promote the Trust and the Academy on social media and on our websites; and for other publicity purposes in printed publications, such as newspapers. In addition, your personal data may be used in printed publications such as the newsletters and training material. The personal data used can include name, images and video and name of the Academy.

Who else uses your personal data (including images and videos) ?

It is common that the Academy is visited by representatives of the Trust, local media and press, who may take images or videos of school events, such as sports days and school plays. You may appear in these images and videos, and these may be published in local or national newspapers, social media or on approved websites.

The following organisations may use your images and videos and/ or name:

- The Bromley Newshopper and other local newspapers.
- The Rochester Diocese.
- Educational training providers.

Where any organisations other than those above intend to use your images or videos, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- It is your responsibility to inform the Academy, in writing, if you wish to withdraw or amend the consent.
- The Academy will not use your personal details or full names in an image or video, on our website, our school prospectuses or any other printed or digital publications unless we have a legal basis to do so.
- The Academy will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, social media, in our school prospectuses or any other printed publications.
- The Academy may use group or class images or videos with general labels, e.g. 'sports day'.
- The Academy may use pictures of teachers that have been drawn by pupils.

Providing your consent

Please read the following conditions thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use your personal data, including images and videos, for the reasons set out in this form if we have

received this form back from you. Please therefore return this form to **the school office** so that we can update our records about whether you give your consent.
The Academy will **only** publish personal data including images and videos of you for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using my personal data (including images and videos) on the school website.		
Using my personal data (including images and videos) on school display boards including hand-drawn images		
Using my personal data (including images and videos) on the screen in the main school reception		
Using my personal data (including images and videos) whilst taking part in school plays, nativities, class worships, church service		
Using my personal data (including images and videos) whilst taking part in the school sports day and school sporting events		
Using my personal data (including images and videos) whilst taking part in school trips and visits, school journey, visiting workshops		
Using my personal data (including images and videos) in school brochures, newsletters and other school publications for publicity purposes and in celebration of school life		
Using my personal data (including images and videos) on social media, including the following: • Facebook • Instagram • LinkedIn		
The local media using my personal data (including images and videos) to publicise school events and activities (**only** including the organisations outlined above).		
Educational training material, literature and publications		

Refreshing your consent
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. an additional social media account will be used.
- Changes to your circumstances.
- Changes to your consent, e.g. amending the provisions for which consent has been provided for.

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

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect your personal data (including images or videos) that has already used, shared or published in the manner for which consent has been previously provided, prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I, _____ (name of member of staff), understand:

- Why my consent is required.
- The reasons why the Trust and the Academy uses personal data (including images and videos) of me.
- Which other organisations may use my personal data (including images and videos).
- The conditions under which the Academy uses my personal data (including images and videos).
- I can choose whether or not to give my consent, and the Academy will use my personal data (including images and videos) in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of Member of staff: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact Miss Fran Brassleay at office@ryeprimary.co.uk or the Trust's Data Protection Officer, Mary Capon, at info@aquinastrust.org .