

Staff Consent Form



The General Data Protection Regulation and Data Protection Act 2018 give people more control over how organisations use their data and the right to say who can see their information. Please read about the services below. We need your consent to provide these services due to the sensitive nature of the information held.

For each service tick **Opt In** or **Opt Out**, sign and return the completed form to the Data Team.

Service	Benefits of Opting In	Opt In	Consequences of Opting Out	O
Biometrics (fingerprint recognition). Used for: Catering Services Library Services Printing Services	Very secure - needs your fingerprint to access your account. Easy to use the cash loading machines. It will be quick and easy to buy food and drink, borrow books and log in for printing.		Less secure, slower and must remember PIN number or provide name for look up. Will need to enter computer usernames and passwords each time to release printing.	
Photographs, video, audio and all other media for internal school displays.	Recognition and inclusion with student photos.		No recognition and inclusion with student photos.	
Photographs, video, audio and all other media for publications e.g. newsletter, prospectus.	Opportunity to represent the school.		No opportunity to represent the school.	
Photographs, video, audio and all other media for School Website / Press / Social Media.	Opportunity to represent the school and public recognition for achievements.		No opportunity to represent the school or public recognition of achievements.	

You can change your consent choices at any time using another copy of this form. The form and further information is available from Reception or [How We use Your Data page of the school website.](#)

Staff Name: Staff Signature:

Date: