



Full Governors  
26.03.25

Signed .....

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## Portway Infant School Consent Guide

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### Consent

As a school we will seek consent from staff, volunteers, young people, parents and carers to collect and process their data. We will be clear about our reasons for requesting the data and how we will use it. There are contractual, statutory and regulatory occasions when consent is not required and we may process personal and sensitive data without consent if another provision applies. However, in most cases, data will only be processed if explicit consent has been obtained.

Consent is defined by the GDPR as “any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”.

We may seek consent from young people also, and this will be dependent on the child and the reason for processing.

### Consent and Renewal

On the school website we have ‘Privacy Notices’ that explain how data is collected and used. It is important to read those notices as it explains how data is used in detail.

Obtaining clear consent and ensuring that the consent remains in place is important for school. We also want to ensure the accuracy of that information.

When a pupil joins us, part of the process is to seek consent. This information is retained on the pupil file. If there are any changes, please inform us but we review the contact and consent form on an annual basis.

### For Pupils and Parents/Carers

On arrival at Portway Infant School, you will be asked to complete a form giving next of kin details, emergency contact and other essential information. We will also ask you to give consent to use the information for other in school purposes, as set out on the data collection/consent form.

We review the contact and consent form on an annual basis. It is important to inform school if details or your decision about consent changes. Please complete the appropriate form available from the school office or on the school website. Please return any completed form to the school office as soon as possible so that it may be actioned accordingly.

**Pupil consent procedure**

Where processing relates to a child under 13 years old, school will obtain the consent from a person who has parental responsibility for the child. Pupil's may be asked to give consent or to be consulted about how their data is obtained, shared and used in certain situations

**Withdrawal of Consent**

Consent can be withdrawn, subject to contractual, statutory or regulatory constraints. Where more than one person has the ability to provide or withdraw consent the school will consider each situation on the merits and within the principles of GDPR and also child welfare, protection and safeguarding principles.

Please complete the appropriate form available from the school office or on the school website. Please return any completed form to the school office as soon as possible so that it may be actioned accordingly.

Reviewed spring 2025

To be reviewed spring 2028