



**Mildenhall College**  
A C A D E M Y



# Staff Consent Form

Date of issue: May 2018

**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. That Privacy Notice is also available on the Trust/academy website.

You will see from the 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 the Trust/academy

We want to be able to promote the Trust/academy to attract new pupils and staff, and to show the quality of the Trust/academy. This may also involve the reporting of events involving the Trust/academy such as visits from dignitaries or trips. 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
I am happy for the information selected below to be used for the purpose of promoting the Trust/academy and reporting on events involving the Trust/academy: <ul style="list-style-type: none"> <li>• Photographs of me / videos of me</li> </ul>		
I am happy for the information selected above to be used: <ul style="list-style-type: none"> <li>• On internal screens which may also be viewed by visitors to the academy sites and/or on internal notice boards</li> <li>• On the Trust/academy website</li> <li>• In the Trust/academy prospectus</li> <li>• In local news media – newspapers, internet and television</li> <li>• In national news media – newspapers, internet and television</li> </ul>		

As we have stated above, your decision in relation to any of the above will not affect your employment with the Trust/academy 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: Mr Skillern, Data Protection Lead.

This consent will otherwise continue until your position with the Trust/academy comes to an end.

**Signed:**

**Name:**

**Date:**