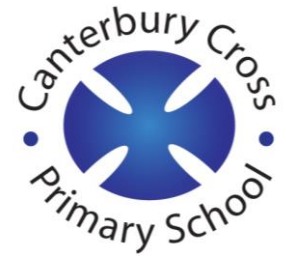




# Canterbury Cross Education Trust

Head Teacher: Khalid Din BA (Hons)



## Consent Procedure

### 1. Scope

The consent of the data subject is one of the conditions for the processing of his or her personal data and is within the scope of this procedure. Canterbury Cross Primary School needs to obtain consent when no other lawful basis applies.

Consent of the data subject is defined by the GDPR as 'any freely given, specific, informed and unambiguous indication of the data subjects 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'

Explicit consent is required for the processing of sensitive personal data. Specific conditions apply to the validity of consent given by children in relation to information society services, with requirements to obtain and verify parental consent below certain age limits.

### 2. Responsibilities

2.1 As a data controller, Canterbury Cross Primary School is responsibility under the GDPR for obtaining consent from the data subject under advisement from the Data Protection Officer.

### 3. Consent Procedure

- 3.1 Canterbury Cross Primary School provides a clear privacy notice whenever personal data is collected to ensure that consent is informed and that the data subject is informed of their rights in relation to their personal data.
- 3.2 Canterbury Cross Primary School demonstrates a data subjects consent to the processing of his or her personal data or explicit consent for sensitive personal data (Data Subject Consent Form).
- 3.3 Canterbury Cross Primary School demonstrates data subjects consent to the processing of his or hers personal data for one or more specific purposes (Data Subject Consent Form).
- 3.4 Canterbury Cross Primary School demonstrates a data subjects consent is clearly distinguishable from any other matter relating to the data subject (whether recorded in paper or electronic file format) (Data Subject Consent Form, or email then attach the email to the form).



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- 3.5 Canterbury Cross Primary School demonstrates a data subjects consent is intelligible and accessible using clear and plain language.
- 3.6 Canterbury Cross Primary School data subjects are informed of their rights to withdraw consent before giving consent (Right to Withdraw Consent Procedure).
- 3.7 Canterbury Cross Primary School demonstrates processing of data is limited to that stated in the contract, bound by explicit consent given by the data subject.

**4. Child Consent procedure**

- 4.1 Where processing relates to a child under 16 years old, Canterbury Cross Primary School demonstrates that consent has been provided by the person who is the holder of parental responsibility over the child, in instances where Canterbury Cross Primary School offers services online targeting children.
- 4.2 Canterbury Cross Primary School demonstrates reasonable efforts have been made to verify the age of the child and establish the authenticity of the parental responsibility taking into consideration available technology.

**Document Owner and Approval**

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

**Signature:**

**Date:**

**Change History Record**

Issue	Description of Change	Approval	Date of Issue
001		Canterbury Cross Primary School	