

CONSENT PROCEDURE

POLICY NUMBER & CATEGORY	QSC/12/APP5	Quality & Standards
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1 SCOPE

- 1.1 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. Focus School Dunstable and Northampton Campus (hereafter the school) needs to obtain consent when no other lawful basis applies.
- 1.2 Consent of the data subject 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”.
- 1.3 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 POLICY

- 2.1 As a data controller, the school is responsible under the GDPR for obtaining consent from the data subject under advisement from Data Protection Lead (DPL).

3 PROCEDURE

- 3.1 The school provides a clear privacy notice wherever 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 The school demonstrates data subject(s) consent to the processing of his or her personal data or explicit consent for sensitive personal data.
- 3.3 The school demonstrates data subject(s) consent to the processing of his or her personal data for one or more specific purposes.
- 3.4 The school demonstrates data subject(s) consent is clearly distinguishable from any other matter relating to the data subject.
- 3.5 The school demonstrates data subject(s) consent is intelligible and accessible using clear and plain language.
- 3.6 The school demonstrates data subject(s) are informed of their right to withdraw consent before giving consent.
- 3.7 The school demonstrates processing of data is limited to that stated in the contract, bound by the explicit consent given by the data subject.

4 CHILD CONSENT PROCEDURE

- 4.1 Where processing relates to a child under 13 years old, the school demonstrates that consent has been provided by the person who is the holder of parental responsibility over the child.
- 4.2 The 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.

