

## 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 School website <https://www.stmaryshysongreen.com>

You will see from that 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.

### Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you. We assure you that as a Trust/School we take very seriously the issue of potential misuse of photographs and videos of our staff. We ensure that we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions. These controls include:

- Data Protection Policy
- CCTV Policy
- IT Security Policy & Usage Policies
- Retention and Destruction Policy/Schedule

Where appropriate consent has been given, the Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

This consent will otherwise continue until your position with the Trust/School comes to an end (please note that it may not be possible for printed materials to be withdrawn immediately and these may be in circulation for a period of time after consent is withdrawn &/or a person has left the employment of the organisation - in these cases, updates will be made as soon as practicably/viably possible)

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to us at: Patricia Carnell [admin@smca.nottingham.sch.uk](mailto:admin@smca.nottingham.sch.uk)  
or DPO Tamer Robson/Teresa Bettelley [dpo@ololcatholicmat.co.uk](mailto:dpo@ololcatholicmat.co.uk)

(PTO)

### Promoting the Trust/Academy/School

We want to be able to promote the Trust/School to attract new pupils, and to show the quality of the Trust/School. This may also involve the reporting of events involving the Trust/School such as visits from dignitaries. As part of this we want to be able to use photographs and videos of our workforce in promotional material and media reports.

We also look to celebrate, share and further our Catholic identity with members of our families and friends, our Parishes, our Diocese and further afield. To do this we hope to use a wide range of platforms to share information, photos and videos which celebrate, promote and develop our Catholicity. It is important to us, as a Catholic Trust & School, that we deliver the teaching mission of making Christ known to all people.

All of this could involve certain activities such as [including but not limited to] events, features in promotional material including websites, prospectuses, newsletters, sharing on social media (e.g. live streamed Liturgies on YouTube or other platforms and pre-recorded events

<b>I am happy for the information selected below to be used for the purpose of promoting the Trust/School and reporting on events involving the Trust/School:</b>	<b>Yes</b>	<b>No</b>
Photographs of me		
Videos of me		
My Name		

<b>I am happy for the information selected above to be used:</b>	<b>Yes</b>	<b>No</b>
On internal screens &/or internal noticeboards which may also be viewed by visitors to the school site		
On the Trust/School intranet (if applicable)		
On the Trust/School/Parish websites / intranet (if applicable) (including the Chaplaincy Be Inspirational site)		
In the Trust/School prospectus & staff recruitment literature		
In the Trust/School/Parish newsletters		
On the Trust/School/Parish social media sites (which includes but is not limited to: YouTube, Twitter, Instagram etc) (including the Trust-wide Chaplaincy Be Inspirational site)		
When an event, streamed internally within the Trust, is recorded (live-streamed Mass etc)		
When Live-streaming (for example live-streamed Mass &/or Liturgies etc, via YouTube or Microsoft Teams Live) where the audience is beyond the Trust, (for example Parents, Grandparents, Parishioners, the Nottingham Roman Catholic Diocesan Education Service) and the stream may be automatically recorded and remain available to view on YouTube etc.]		
In local news media - newspapers, internet and television		
In national news media - newspapers, internet and television		

As we have stated above, your decision in relation to any of the above will not affect your employment with the Trust/School, and you are free to refuse your consent in relation to any of these proposed uses.

Name:	Date:
Signature:	

November 2024