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**CONSENT FORM FOR PROCESSING GOVERNOR / TRUSTEE PERSONAL DATA**

As you are aware, new data protection rules came into force on 25 May 2018. To ensure that we are meeting the new GDPR requirements, we need to seek your consent on an annual basis about how we use your personal data. You will be asked to update this form at the first full meeting at the start of each academic year.

This form explains the reasons why **School Name / Trust** may need to collect certain personal data from you and we would ask you to read this carefully and then complete and return it to us for our records.

We would like to seek your consent for some of the ways we use your information.

* We may like to take and use your photograph – for example, for the website or on the Reception noticeboard – which will help us to give members of the school community more of a sense of who our **governors / trustees** are
* We may put certain biographical details about you on the website or share these with other governors or other stakeholders
* To help you stay in the loop with what is going on in the **school / Trust**, we may, for example, send you our newsletter or emails about school events

We would, therefore, like your consent in order to do this and to use your information in the ways described above. If you are not happy for us to do this, that is certainly no problem – we will of course accommodate your preferences.

Please note that we do not have to ask for your consent when we process your personal data as part of your obligation as a **governor / trustee;**  for example when recording your details with the GIAS service.

In the event that we may need to use your personal data in another way that is either not covered above or we do not have a legal basis to collect such information , we will commit to asking for your consent first and will abide by decision if you wish to withdraw your consent.

A full explanation of how we will use your data can be accessed via the Privacy Notice for Governors on the **School’s / Trust’s** website. If you would prefer to have this as a hard copy, please notify the Clerk.

**Please now complete and return the attached form to the Clerk**

**Please tick the relevant boxes below, sign and return this form to the Clerk.**

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| USE OF PERSONAL DATA | TICK (√) |
| I give consent for my photograph to be used in displays around the school |  |
| I give consent for my photograph to be used on the school website |  |
| I give consent to be sent the school newsletter via email |  |
| I give consent to be sent emails with information about events |  |
| I give consent to be contacted on behalf of the PTA about its activities |  |
| I do not give consent for my personal data to be used for any of the above purposes |  |

Please note that you can change your mind at any time. If so please contact the Clerk (**email address**) who will provide you with a new form to complete.

Thank you for taking the time to do this.

NAME: DATE:

SIGNATURE: