

DATA SUBJECT CONSENT FORM (TIER 4)

Document Control

Reference: GDPR REC 4.6

Issue No:

Issue Date:

Page: 1 of 3

GDPR consent statement

1.1 I, *[data subject name]*, hereby grant Landmarks authority to process my personal data

Personal data type:	
A	personal details (Name, address, date of birth, gender, nationality) family and emergency contact details lifestyle and social circumstances financial details
B	education and employment details visual images and recordings (CCTV, Photographs, Video) where you wish to park any motor vehicle on any of our sites, the make, model and registration number of your vehicle
C	physical or mental health details (including information relating to medical conditions, special educational needs or disabilities) racial or ethnic origin religious or other beliefs trade union membership offences and alleged offences criminal proceedings, outcomes and sentences

for the purpose of:

- To employ you as a member of staff into the College;
- To provide educational services and staff support, occupational health, safeguarding and welfare services;
- To provide employment relations services, including mentoring and performance monitoring;
- To provide financial, payroll and pension services;
- To monitor and report on the conduct and progress of our staff in all environments;
- To facilitate the monitoring of the College's performance by relevant public bodies;
- Where necessary in order to comply with any related contract between the College and any funder, or other third party (such as the Education & Skills Funding Agency);
- To enable staff to take part in teaching, learning, examinations and assessments;
- To notify staff in relation to relevant matters connected with their employment; and
- To notify staff emergency contacts for relevant matters arising in relation to the staff member (for example, emergencies).

DATA SUBJECT CONSENT FORM (TIER 4)

Document Control

Reference: GDPR REC 4.6

Issue No:

Issue Date:

Page: 2 of 3

We will also use such personal information as necessary for our legitimate interests in the circumstances described below (provided that your interests and fundamental rights do not override those interests):

- To monitor the staff, use of our information and communication systems to ensure compliance with our policies and procedures;
- Where it is necessary to establish, exercise or defend any legal claim;
- To deal with and respond to any queries, enquiries or complaints that we receive;
- To assess and improve the quality of our service;
- The staff name, photograph and College payroll reference number will be linked to their access card and a record of their entries to and exits from College premises will be maintained for security purposes; and

We will also use such personal information as necessary in order for us to comply with a legal obligation in the circumstances described below:

- To comply with health and safety and safeguarding requirements; and
- In connection with any statutory census or other statutory data collection activity.

We will use such particularly sensitive personal information in the following ways:

- Where it is necessary to protect the vital interests of the staff member or another person where the staff member is physically or legally incapable of giving us consent (for example in cases of medical emergency);
- To provide medical treatment to staff if required;
- To comply with our legal safeguarding and health and safety obligations, and
- Details of the staff ethnicity and religion will be processed as part of our legal duties to complete any related statutory census and to ensure meaningful equal opportunity monitoring, reporting and compliance.

If we are not provided with information when requested which is necessary for us to provide our services, we may not be able to provide the best service and support to the staff member. We may also be unable to comply with our legal obligations.

I am aware that I may withdraw my consent at any time by using form – Data Subject Consent Withdrawal Form – located on the college website.

Signed by data subject:

Date:

Request actioned:

Data Protection Officer

DATA SUBJECT CONSENT FORM (TIER 4)

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Reference: GDPR REC 4.6

Issue No:

Issue Date:

Page: 3 of 3

Date:

The Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all on the college website
www.landmarks.ac.uk .

This work instruction was approved by the Data Protection Officer on January 2019 and is issued on a version controlled basis under his/her signature

Signature:



Date: 12/01/19