



Withdrawal of Consent policy

Document owner: Mr Brooke

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| Date Approved | March 2021 |
| Review Date | Sept 2022 |
| Approved by which committee | FGB |
| Chair of Committee Signature | |

| <u>Admin use only</u> | |
|-----------------------|--|
| Location | |
| Website | |
| Learning Platform | |
| Policies File | |
| Staff room | |
| Headteacher's File | |
| Policies Log updated | |





WHY WE PROCESS YOUR PERSONAL DATA

The General Data Protection Regulation (GDPR) 2018 says that Loxdale Primary School can process your personal data for specific reasons. Where we do, the reason(s) are explained to you in our privacy statements which are available on the school website.

Some reasons we process your personal data are:

- So we can register you with an awarding organisation to claim your certificates
- to ensure your health, safety & wellbeing whilst you are studying with us

We may also wish to process your personal data for a reason that is not listed in the GDPR. For example, to include your feedback in our promotional materials. Where this is the case, we need your consent.

When you give consent for us to process data, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, you must use this form to let us know.

TO WITHDRAW YOUR CONSENT:

Step 1 Describe the data and processing for which you wish to withdraw your consent. Please provide sufficient information to allow us to locate all of the data. For example, if you no longer wish us to contact you about future courses, you need to tell us which methods of communication we should stop using (e.g., mailing address, home telephone, mobile telephone, personal email, work address etc)

Step 2 Complete sections 1, 2 & 3 of this form and email it to loxdaleprimaryschool@wolverhampton.gov.uk together with any supporting documents. If you are emailing from an email address other than the email addresses we have on our system for you, you will need to print and sign the form and return it to the school office. Alternatively you can scan the signed form and email it to the above address.

NB: 1. We will use the data you provide on this form to help us carry out your request. You are not obliged to provide any personal data on this form. However, if you do not provide sufficient data, we may not be able to carry out your request. 2. We may contact you for additional information that we need to enable us process your request.



1. ABOUT YOU:

| | | | |
|-----------------------------|--|-------------------------|--|
| Name of Child | | | |
| Year Group and Class | | Date of Birth | |
| Home address | | Telephone number | |
| | | Email address | |

2. WITHDRAWING YOUR CONSENT:

| |
|---|
| I withdraw consent to Loxdale Primary School processing specific personal data items listed below: |
| |

AND/OR

| |
|--|
| I withdraw consent for Loxdale Primary School using my/my child's personal data for the following purposes: |
| |



3. CONFIRMATION

| | | | |
|-----------------------|--|-------------|--|
| Your Signature | | | |
| Your Name | | Date | |

4. MONITORING AND REVIEW

This policy is monitored by the *Governing Board*, and will be reviewed annually.

Signed:

Date:

