



**Staff Consent (Version 02-2025)**  
**Sheringham Woodfields School Permission Document**

*The form below has been produced to ensure compliance with the GDPR (General Data Protection Regulation)*

I give permission for the following in relation to my personal data linked to my employment here at Sheringham Woodfields School.

We **do not** assume implied consent. Therefore, please give your permission to some/all of the following as you feel appropriate. This does not affect your statutory employments rights linked to working here at Sheringham Woodfields School.

In materials produced by the school intended for internal use only (training lists, memos etc)	
In materials produced by the school intended for internal display boards only	
In materials produced by the school intended for circulation amongst any or all of the following – current and former pupils and their parents, guardians, carers and school employees (staff handbook, newsletters etc)	
In <b>printed</b> material produced by or on behalf of the School primarily intended to inform the public (e.g. prospectuses)	
In <b>electronic photographic and text based</b> material produced by or on behalf of the School primarily intended to inform the public (e.g. inclusion on our website – photo or text)	
In <b>video material</b> produced by or on behalf of the School intended for the school website (official video’s advertising the school)	
To receive <b>text messages</b> from the school in connection with emergency school related events (school closures etc)	
To receive <b>emails</b> from the school in connection with emergency school related events (school closures etc)	
To receive <b>text messages</b> from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
To receive <b>emails</b> from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

In the event that you choose to decline permission for any of the above points, your name, qualifications and subject(s) will be used on published information where required (e.g. staff list, trained persons list, swipe pass, staff photo board etc) and your contact details will also be kept on the relevant emergency contact lists and within the relevant folders to assist in an emergency.

Please note:

We will only divulge Personal Data to the extent necessary for the purposes concerned and will use our discretion sensitively and with due regard to your privacy.

We will not disclose (1) ‘sensitive personal data’ as defined in the Data Protection Act 1998, or (2) address, telephone or email details without your explicit consent unless the disclosure is strictly necessary to protect your vital interests.

You are able to withdraw or alter your consent at any time. To do this, please contact the school’s Data Protection Officer using the following details:

**Name:** Matthew Smith  
**Tel:** 01263 820520  
**Email:** dpo@sheringhamwoodfields.norfolk.sch.uk

*For office use only:*

<b>Updated in MIS:</b>	
<b>Permissions folder updated:</b>	
<b>Changes communicated to class team(s)</b>	