



Harmonize Academy

Harmonize Academy
7 Phillimore Road
Liverpool L6 6DL

Principal: Mrs Marie McConville
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Consent form for using staff data and images

Date: 2nd September 2019

Dear Staff Member

The personal data that we may collect, use, store and share (when appropriate) includes but is not restricted to the following:

1. Contact details, date of birth, marital status, gender, next of kin and emergency contact numbers, salary, annual leave, pension benefits information. We may also collect recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
2. We may collect bank account details, payroll records, tax status information, national insurance number, absence records including sickness and outcomes of any disciplinary for payroll purposes.
3. Qualifications and employment records are held including work history, job titles, working hours, training records, performance information and professional memberships.
4. We may collect copies of driving licence (minibus users), photographs, CCTV footage and data about your use of the school's information and communication system.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This could include information about race, ethnicity, religious beliefs, sexual orientation, Trade Union membership, political opinion and health (including medical conditions).

The purpose of processing this data is to help us to run the school. This enables the Academy to pay staff or individuals otherwise engaged and facilitates safe recruitment, as part of our safeguarding obligations towards pupils, informing our recruitment and retention policies. Collecting this data allows us to support effective performance management, providing us with data to improve financial modelling and planning. The data permits the Academy to improve the management of workforce data, monitoring disability and ethnicity and also supports the work of the School Teachers' Review Body.

We would like to seek your consent for some of the ways we collect and use your data including your photo. Using your photo helps us to show members of the school community who works here.



Please tick the relevant box(es) below, sign and return this form to school.

USE OF PERSONAL DATA	TICK (✓)
I am happy for the school to use my photo in displays in school.	
I am happy for the school to use my photo on the school website.	
I am happy for the school to share my photo for use in the media.	
I am happy for the school to film me teaching.	
I am happy for the school to collect, use, store and share (when appropriate) my personal data as described in paragraph 1. above.	
I am happy for the school to collect, use, store and share (when appropriate) my personal data as described in paragraph 2. above.	
I am happy for the school to collect, use, store and share (when appropriate) my personal data as described in paragraph 3. above.	
I am happy for the school to collect, use, store and share (when appropriate) my personal data as described in paragraph 4. above.	
I am NOT happy for the school to use my personal data for any of the above purposes.	

If you change your mind at any time, you can let us know by emailing Gerard@harmonizeacademy.org or telling Mr Gerard Tiernan, Assistant Principal

If you have any other questions, please get in touch. Further details can be found in the privacy notice to staff.

Staff member's signature

Date: