

## Policy for obtaining and recording consent and handling requests to withdraw consent.

Document Control	
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## 1. Scope

- 1.1 The policy set out in this document applies to all United Church Schools Trust (UCST) and United Learning Trust (ULT) schools and offices. The two companies (UCST and ULT) and its subsidiaries are referred to in this policy by their trading name, 'United Learning.'
- 1.2 Where this policy refers to 'School' or 'Head Teacher,' within Central Office this should be interpreted to refer to the department where a member of staff works and their Head of Department.
- 1.3 As a values-led organisation our values of ambition, confidence, creativity, respect, enthusiasm, and determination are key to our purpose and underpin all that we do.

## 2. Obtaining Consent

### 2.1 **Where it has been determined that consent is the most appropriate legal basis for processing the Data Protection Lead will ensure that data collection forms:**

- 2.1.1 Offer a positive opt-in. United Learning will not use pre-ticked boxes or any other method of default consent.
- 2.1.2 Keep consent requests separate from any other terms and conditions.
- 2.1.3 Be specific and 'granular' so that separate consent is obtained for separate things.
- 2.1.4 Ensure that explanations are clear and concise.
- 2.1.5 Name any third-party controllers who will rely on the consent.
- 2.1.6 Make it easy for data subjects to withdraw their consent.
- 2.1.7 Tell data subjects how they can withdraw consent.

### 2.2 **The Data Protection Lead is responsible for ensuring that the school:**

- 2.2.1 Keeps a record of the consent including who consented, when and how consent was obtained and what the data subject was told.
- 2.2.2 Ensures relevant staff are aware the legal basis for processing is consent and can easily know who has not consented to a processing activity.
- 2.2.3 Ensure there is a process in place for reviewing consents to check they still reflect the processing activity and collect consent again if anything has changed.

## 3. Withdrawing Consent

- 3.1 If consent is the legal basis for a data processing activity the data subject has the right to withdraw their consent to further processing of their data at any time.
- 3.2 **Data Protection Leads will ensure that:**
  - 3.2.1 There is a simple way to withdraw consent.



- 3.2.2 Staff are aware that consent may be withdrawn and what to do if they receive a withdrawal of consent.
- 3.2.3 Records are kept of the withdrawal of consent.

#### **4. Legal Basis for Processing**

- 4.1 Consent is one of only six legal basis bases for processing personal data. Often consent will not be needed for the processing of personal data because another legal basis applies. Consent will only be used as a legal basis where data subjects have real choice and control as to whether their data will be processed or not.
- 4.2 Members of staff who wish to conduct a data processing activity must consult with the school's Data Protection Lead (DPL). The DPL is responsible for determining the legal basis for a processing activity in consultation with the Group Data Protection Officer's team.

