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**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important information regarding your consent**

1. We are ***Our Lady of Lourdes Catholic Primary School, Hanham Road, Kingswood, Bristol BS15 8PX. We are a Voluntary Aided (VA) school.***
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service, South Gloucestershire Council, Integra (who are the Trading Arm of South Gloucestershire Council) and The HR Dept (our chosen HR Advisory service provider) with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Oliver Bell and you can contact them with any questions relating to our handling of your data. You can contact them by ***either, emailing*** [***admin@olol.org.uk***](mailto:admin@olol.org.uk)***, or by writing to the address above (see 1.).***
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by requesting a copy of our Complaints Policy and following its documented complaint procedures. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
* Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above:
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes  No

**Full Name ………………………………………………………………………………**

**Signature ………………………………………………………………………………**

**Date ……………………………………………………………………………………..**

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-1)