



# Thomas Telford School

QUALITY THROUGH COOPERATION

## Consent Withdrawal Form (for an individual)

**Please complete and deliver this form to the Headmasters PA with your signature.**

Please note that as a school we may have contractual, statutory and/or regulatory reasons why we will still process and hold details of a student, parent, staff member, volunteer or other person.

Where two parents share parental responsibility, or where parental responsibility is shared and the student is capable of expressing a view and there is conflict between the individuals, the process of withdrawing consent will be subject to an evaluation and discussion to enable a decision to be reached that is considered to be in the student's best interests.

We may need to seek identification evidence and have sight of any Court Order or Parental Responsibility Agreement in some cases to action this request. If this is the case a senior member of school staff will discuss this with you.

### Withdrawal of consent for an individual

I, \_\_\_\_\_, withdraw consent for Thomas Telford School to process my personal data. I withdraw consent to process my personal data for the purpose of \_\_\_\_\_, which was previously granted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### To be completed by the School office:

Received (date): \_\_\_\_\_

Name of staff: \_\_\_\_\_

Actions: \_\_\_\_\_