

DATA SUBJECT CONSENT FORM

Version 4	June 2022
Agreed by SMT	June 2022
Review date	June 2024

I, {insert name of data subject}

Understand that

- To provide me with appropriate advice, information and services, Age UK East London (“the Company”) wishes to store and process some items of my personal data.
- Under data protection law, the Company needs a *lawful basis* to process my personal data and a *condition of processing* where the data is ‘*special category*’. Without these, it cannot process my data.
- Sometimes **consent** is the only appropriate *lawful basis* and *condition of processing*. As a result, the Company will need to ask me for it.
- This form is designed to obtain my consent to processing my personal data where the Company believes that explicit consent is a valid and necessary lawful purpose and/or condition for processing.
- I am not required to give consent to the Company’s use of my data in the ways set out in this form.
- I have the right to withdraw or change my consent at any time using this form and/or by contacting the Company:
 - **By Post at: 82 Russia Lane, Bethnal Green, London E2 9LU**
 - **or by Email at: dataprotection@ageukeastlondon.org.uk**
- The Company will cease processing my personal data once I have withdrawn consent unless it has another lawful purpose or is required to do so by law, but this will not affect any personal data that has already been processed prior to that point.
- This form does not apply where Tthe Company is processing my personal data solely on behalf of another (data) controller e.g. a Social Services Department or healthcare provider.
 - In those cases this form will not be used and the controlling organisation will be responsible for the processing and for obtaining my consent instead of The Company
- I can find out more about the Company’s use of personal data by contacting them at the postal or email addresses above or online from its Privacy Notice at: <https://www.ageuk.org.uk/eastlondon/privacy-policy/>

* Special category data includes health and social care data.

Personal Data Consent List

Ref.	Personal Data Item	Purpose	√ Tick to give consent	√ Tick to withdraw consent	Date when consent was withdrawn

I, {insert name of data subject}

Confirm that

- I hereby consent to The Company processing the item(s) of my personal data that I have ticked in the '*Tick to give consent*' column in the list above, for the purpose(s) listed
- I hereby instruct The Company to cease processing the items I have ticked in the '*Tick to withdraw consent*' column with effect from the date entered in the final ("*Date when consent was withdrawn*") column of the list above
- Where I have consented to processing, I have done so of my own free will
- I have received a copy of this form

Signed:

Date:

If completed and signed electronically your digital signature will be legally binding

Guidance notes

1. When to use the form

- 1.1 This form should only be used where the Company is the *controller* of the personal data to be / being processed e.g. as a provider of social care or other services in its own right.
- 1.2 Sometimes the Company is only the *processor* of the personal data concerned and is doing so on behalf of another organisation. When this happens, the other organisation is the *controller*, and it is their responsibility to seek consent where appropriate.
- 1.3 It is in order for the Company to collect consent on behalf of another controller if that arrangement is in place, but you should use their forms or methods of doing so rather than use this form.
- 1.4 This form should not be used in connection with the personal data of subjects without the capacity to agree to its terms or to minors.
- 1.5 There is no need to provide copies of this guidance to data subjects. Just provide a copy of the form itself (pages 1 - 4).
- 1.6 If in any doubt, seek advice from your manager or the Company's Data Protection Officer (Email: dpo@exigia.com).

2. Data items and purposes requiring consent

- 2.1 The list is intended to assist with consistency and standardisation of the forms issued to data subjects. It is not exhaustive, and it is not suggested that The Company needs to collect or process all these data items.
- 2.2 The list below '*special category*' personal data items. Consent is usually required as a condition of processing these or simplifies legal compliance.
- 2.3 Non special category items may also need consent as their lawful basis.

Data Subjects	Personal Data Items	Purposes
Employees or Service Users	Personal details, employment details, CV and Photo Identification	To allow us to best support you at work
	Next of kin contact details	To allow us to make contact in case of an emergency
	Race* and ethnicity* genetics*	To allow us to monitor our performance as an equal opportunity employer
	Religion*	To allow us to monitor our performance as an equal opportunity employer


Data Subjects	Personal Data Items	Purposes
	Political membership or opinions*	To allow us to monitor our performance as an equal opportunity employer
	Trade union membership*	To allow us to monitor our performance as an equal opportunity employer
	Health and medical conditions*	For occupational health and staff welfare
	Sexual history or orientation*	To allow us to monitor our performance as an equal opportunity employer
	Biometrics, for example fingerprints are used for identification*	For employee and company security
<p>* Special Category personal data includes: Race, Ethnicity, Political views, Religion, spiritual or philosophical beliefs, Biometric data for ID purposes, Health data, Sex life data, Sexual orientation, Genetic data.</p>		

3. Implementation and Review

- 3.1 This Form shall be deemed effective as of 27th June 2022. No part of this document shall have retroactive effect and shall thus apply only to matters occurring on or after this date.
- 3.2 This document will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.
- 3.3 This document will be reviewed regularly and normally at least every two years.
- 3.4 The latest version of this Form will be made readily available to all Staff and other relevant parties.

4. Approval

This document has been approved and authorised by:

Name:	Geetha Umaasuthan
Position:	Director of Finance and Operation
Date:	27/6/2022
Due for Review by:	26/06/2024
Signature:	

5. Change history

Version	Section(s)	Issue(s)	Change(s)	Approval	Date
4.0	All	Review	Minor	DPO	24/06/2022
3.0	All	New Data Security and Protection Framework	Multiple		