

MODEL CONSENT TO OBTAIN REFERENCES FORM

It is the responsibility of all Applicants to ensure that all named referees have consented to providing a reference. In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide clarification as appropriate. All information provided by referees will also be compared, for consistency, with the information Applicants have provided on their application form with the intention that questions will be asked during interview if there are discrepancies.

Referees will be asked to verify the contents of an Applicant’s application form (where they are relevant) and will also be asked for information about:

* All disciplinary offences (including those where the penalty is “time expired” if related to children; and
* All child protection allegations including the outcome of any child protection investigations.

We will also ask about an Applicant’s performance history including details of any capability concerns (including attendance issues).

**Request for your consent**

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 will be asking for when we contact your referees.

**Important information regarding your consent**

1. We are St Joseph’s Catholic Primary School, School, Green Lane, Rawmarsh, S62 6JY

1. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

1. The school has someone responsible for data protection and you can contact them with questions relating to our handling of the data. You can contact them by writing to the school or by emailing to school@rsjp.org.uk

1. We require the information we have requested for reasons relating to our functions as the admission authority of the School.

1. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).

1. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

1. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

1. If the application is successful, the information you have provided on this form will be migrated to the Schools’ enrolment system, and the data will be retained and processed on the basis of the School’s fair processing notice and data protection policies which apply to that data.

1. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the Schools’ data retention policy.

1. To read about individual rights and/or 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 visiting the school’s website ([www.rsjp.org.uk](http://www.rsjp.org.uk)) to view the schools complaints policy and GDPR Policy. Copies can be requested from the school office. 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 have any objection to our taking up your references and to the collection and processing of your data as described in paragraphs 1-11 above [ ]
* I agree to you contacting my referees in order to obtain references.

Signature:       Date: