

## Staff Consent Form for Sensitive Personal Data Processing

In addition to the normal data processing carried out by The Learning Support Centre ("the organisation") the transfer/sharing of information or documentation relating to your work, to the Care Quality Commission, DSA QAG, Ofsted or the Awarding Body ("the auditor") may be required so that the auditor can audit the organisations internal processes for dealing with the delivery of support services. These audits play an important part of ensuring that the organisation is complying with all relevant legislation, internal and external guidance. Such compliance is vital to the organisation so it can properly provide support services as recommended for clients.

The information that the organisation is proposing to share with the auditor is a copy of documentation such as your recruitment details, CV, application form and interview notes, references, timesheets, student paperwork, contact logs, DBS check, qualifications, relevant membership details, training and CPD records. As you will be aware, this includes the following information about you:

- identity;
- experience;
- qualifications

This information includes personal data and may include sensitive personal data as defined under the Data Protection Act 1998. As the proposed sharing/transfer includes sensitive personal data, we require your consent before we are legally permitted to provide the auditor with your information, if selected as a client sample.

The personal data provided to the auditor would only be processed for the specific purpose of carrying out the audit of the organisation. The data or information would not be retained by the auditor once the audit of the organisation had been completed and accredited by the Care Quality Commission or DSA QAG, Ofsted or the Awarding Body. This consent will be held by the organisation for the duration of the audit process, alongside any other forms of consent you have provided to the organisation in relation to other current data processing activities carried out by the organisation in relation to your personal and sensitive personal data.

By signing this form, you are giving your consent to the transfer of your personal and sensitive personal data set out above from the organisation to the auditor and to the processing of this data by the auditor, for the purpose described above.

In terms of the other third parties. If we receive a request to share any further personal data we would agree this with you first unless we had concerns regarding your safety or the safety of others.

**Staff member's Name (Please Print)**

**Staff member's Signature**

**Date**