Consent form for personal data

Please use CAPITAL letters when completing this form.

If you need any further information please e-mail: brand@tda.gov.uk

The Training and Development Agency for Schools (TDA) produces a range of published materials and online information. To make sure our message is engaging, motivating and inspiring, we often use personal data such as still or moving images, text and supporting words which we collect from individuals through approved suppliers. Using this personal data helps to enhance and illustrate our communication materials.

For children under 16 years of age, we need the full consent of their parent or guardian. As the TDA must have permission before collecting personal data, we recommend that the school or organisation makes sure each child has a copy of this form signed by their parent or guardian before the photo shoot or interview.

It remains the responsibility of the host organisation to maintain their duty of care towards children under 16 years of age and people from vulnerable groups while they are with a TDA supplier. We expect the organisation to maintain and keep to its normal care and safety procedures while our external suppliers are present. This includes making sure that any child under 16 can only be identified or contacted through the school or organisation. Suppliers who are in regular contact with individuals on our behalf will have (CRB) standard clearance.

Legal clauses – these apply to all areas of the form
Signing this form gives agreement for the individual named to take part in the collection of personal data for the Training and Development Agency for Schools, thereby giving consent to the full use of material by the Agency and its approved contractors and organisations in any of its media applications, which reasonably promote or advertise the aims of the Agency. The personal data will not be used for any other purposes.

You agree to notify the Agency before speaking to the press or broadcast media about the collection of your personal data.

The copyright of any materials generated as a result shall be assigned to the Training and Development Agency for Schools. The Agency retains the right to correct images:
(i) if it is felt necessary to protect the anonymity of the individuals captured in the images, or
(ii) to avoid endorsing other brands.

The Data Protection Act stipulates that you are entitled to withdraw your consent at any time in the future should you wish to. You may do this by writing to us at the address given at the end of the form, or you may e-mail us at: brand@tda.gov.uk
On 1 April 2011, the Training and Development Agency for Schools will cease to exist and its functions will merge into the Teaching Agency of the Department for Education. I agree that my personal details can be transferred into the Teaching Agency and be used for the purposes I have agreed for it to be used for. I understand that the Department for Education will take on the role of Data Controller and that my information will continue to be handled and stored securely and in line with the Data Protection Act 1998 at all times.
Consent form for personal data

This consent form covers any use of the personal data by the TDA for a five-year period, starting from the date you sign this form. At the end of that period your data will cease to be used in new communications, and it will be securely destroyed.

This agreement is governed by the law of England and Wales (please see www.ico.gov.uk).

Please sign two copies of this form, keeping one for your own reference.

Agreement  (Please tick Yes or No)

May we use the image or other personal data of your child in publicity material produced by the Training and Development Agency for Schools (TDA):

- in printed publications?  Yes ☐  No ☐
- in video format?  Yes ☐  No ☐
- on websites/in electronic format?  Yes ☐  No ☐
- for indoor and outdoor display stands?  Yes ☐  No ☐

We regularly send publicity material about our services, including images where appropriate, to the news media, including local press. May we use the image or other personal data of your child in this way?  Yes ☐  No ☐

Please note that websites can be viewed throughout the world, not just in the United Kingdom, where UK law applies.

I have read and understood the legal clauses that apply to this form.

Personal details
Name of child

Name of parent or guardian

Signed (parent or guardian)

Date
DD  MM  YYYY

School/organisation details
Name of school or organisation

Address of school or organisation

Postcode

Please return your completed form to the project manager. Alternatively, please send it to: Training and Development Agency for Schools, Image Library, Marketing and Communications, Piccadilly Gate, Store Street, Manchester, M1 2WD

Supplier details
Supplier name

Supplier representative name

Title of the project/campaign
Teacher Recruitment Campaign

TDA contact name
Simon.Nutt@tda.gov.uk