



WITHDRAWAL OF CONSENT PROCEDURE

Document Control
Reference: GDPR 014
Issue No: 1.00
Issue Date: 24.05.2018
Classification: Unclassified
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1. Scope

This procedure addresses a data subject's right to withdraw consent for the processing of his or her personal data.

Withdrawal of consent by the data subject means an unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies withdrawal of consent to the processing of personal data relating to him or her.

Withdrawal of consent shall be without effect to the lawfulness of processing based on consent before its withdrawal. Whereas consent covered all processing activities carried out for the same purpose or purposes, withdrawal of consent covers all processing activities carried out for the same purpose or purposes.

2. Responsibilities

- 2.1 As a data controller, Marsh Hill Primary School, is responsible under the GDPR for administering withdrawal of consent from the data subject under advisement from the Data Protection Officer.

3. Withdrawal of consent procedure

- 3.1 Marsh Hill Primary School demonstrates the data subject has withdrawn consent to the processing of his or her personal data as recorded in the Data Subject Consent Withdrawal Form (GDPR 016).
- 3.2 Where the processing had multiple purposes, Marsh Hill Primary School demonstrates withdrawal of consent for each purpose as recorded in the Data Subject Consent Withdrawal Form (GDPR 016).
- 3.3 The processing activities that relied upon the consent is stopped in accordance with the relevant process. The Data Protection Officer will inform the relevant process owner of this change so that processing can be stopped.

4. Withdrawal of parental consent procedure

- 4.1 Marsh Hill Primary School demonstrates the holder of parental responsibility over the specified child has withdrawn consent as recorded in the Parent Consent Withdrawal Form (GDPR 018).
- 4.2 Marsh Hill Primary School ensures reasonable efforts have been made to establish the authenticity of the parental responsibility when withdrawing consent for the specified child, considering available technology.



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- 4.3 The processing activities that relied upon the consent is stopped in accordance with the relevant process. The Data Protection Officer will inform the relevant process owner of this change so that processing can be stopped.

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy is issued on a version controlled basis under the signature of Sharon Wells – School Business Manager/DPO.

Signature: 

Date: 24.5.18

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue	Marlene Douglas	24.05.2018