

## Agreement to use my data

I hereby freely give my employer Snape Wood Primary and Nursery School and Nottingham City Council consent to use and process my personal data relating to my employment example of which are listed in the Privacy Notice for Staff.

### In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request.

I understand that I can ask for a copy of the personal data held about me at any time, and that this request is free of charge

I understand that I can request that data that is no longer required to be held can be removed from my file and destroyed.

I understand that if I leave my employment, my data will be destroyed after termination of employment + 7 years

I understand that you are the Data Controller for my employment and I can contact you directly if I have any questions or concerns about my data.

I understand that if I am dissatisfied with how you use my data, I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or online at [www ICO.org.uk](http://www ICO.org.uk))

Name:

Signature:

Date: