

Consent Writing Guide

1. The person must be informed

- They must fully understand your intentions
- Made aware of the likely consequences of giving or refusing consent (unless this is obvious)

2. No ambiguous wording

- Use clear, plain language when asking for consent

3. Consent must be specific

- Do not use 'catch all' general consent; itemise/separate out the different activities you would like them to consent to
- They must indicate their wishes. Consent cannot be inferred from lack of response.
- They must opt-in to the proposed activity (no opt-outs allowed)
- You cannot use pre-ticked boxes to gain consent

4. Consent must be freely given

- There must be no coercion to obtain consent
- You cannot place unfair terms and conditions on them

5. Right to withdraw consent

- You must inform the person of their right to withdraw consent on the form
- Tell the person how they can withdraw
- Make it easy for them to do this (provide an email address and phone number)

6. Be able to prove consent was obtained

- Obtain it in writing where possible and keep a record
- If received verbally, make a record of the time, date and discussion and don't forget to tell the person about their right to withdraw consent and any limitations to this

7. Provide a privacy notice

If you are collecting personal information at the same time as obtaining consent, you must include a privacy notice. Use the school's 'short privacy notice template' for this.