Consent Withdrawal Form

Request to Withdraw Consent for Document Processing

Divergent Learning Community CIC

You have the right to withdraw your consent for us to process your child's educational documents at any time. There is no penalty for withdrawing consent, and your child's place at DLC will not be affected.

Please complete this form to withdraw your consent. We will confirm receipt within 24 hours and complete the destruction of all documents and profiles within 72 hours.

1. Child Information

Child's Full Name:

Date of Birth:

Date Original Consent Given:

2. Parent/Carer Information

Full Name:

Relationship to Child:

Phone Number:

Email Address:

3. Withdrawal Request

I wish to withdraw my consent for DLC to process my child's educational documents.

Please select what you would like us to do:

☐ Destroy all documents only (keep the cognitive profile already created)

☐ Destroy all documents AND the cognitive profile

☐ Stop processing immediately (if profiling is still in progress) and destroy everything

4. Reason for Withdrawal (Optional)

You do not have to tell us why you're withdrawing consent, but this information helps us improve our processes. If you're comfortable sharing, please let us know:

5. Confirmation Preference

How would you like us to confirm that we have destroyed your child's information?

☐ Email confirmation to the address above

☐ Letter by post to:

☐ Both email and letter

6. Declaration

Please tick all boxes:

☐ I confirm that I have parental responsibility for the child named above.

☐ I understand that withdrawing consent means DLC will destroy all documents and/or profiles as indicated above.

☐ I understand that this action cannot be undone once destruction is complete.

☐ I understand that withdrawing consent will not affect my child's place at DLC.

7. Signature

Parent/Carer Signature:

Print Name:

Date:

How to Submit This Form

You can submit this form in any of these ways:

- Email: send the completed form to DivergentLearningCommunity@outlook.com
- Post: Divergent Learning Community CIC, 71-75 Shelton Street, Covent Garden, London WC2H 9JQ
- In person: hand it to the Founder at a DLC session

What Happens Next?

Within 24 hours: We will email or call to confirm we have received your withdrawal request.

Within 72 hours: We will securely destroy all documents and/or profiles as you have requested.

Confirmation: We will send written confirmation that destruction is complete, using your preferred method above.

If you have any questions during this process, please contact our Data Protection Lead.

Contact Information

Data Protection Lead

Email: DivergentLearningCommunity@outlook.com

Phone: 07757749097

Divergent Learning Community CIC

Address: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

Email: DivergentLearningCommunity@outlook.com

Website: www.divergentlearningcommunity.org.uk

Registered Community Interest Company Number: 16765759

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