

## Privacy Notice for Non Parent Emergency Contacts

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Diocese of Ely Multi Academy Trust, Grace Building, 8 High Street, Ely, CB7 4JY, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Joanne Patterson (see 'Contact us' below).

### The personal data we hold

We have been asked to hold some personal data about you by a parent or carer of a pupil at our school.

The personal information we hold is your

- Contact details, including your address.

### Why we use this data

The purpose of processing this data is to ensure we have an adequate number of persons we can contact in case of an emergency relating to a child at school.

### Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to.

- Where you have given us consent to use it in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

### Collecting this information

There is no mandatory requirement for you to provide us with this information.

### How we store this data

We will keep your information for the period that the relevant pupil attends our school.

### Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Your family or representatives
- Security organisations
- Police forces, courts, tribunals

### Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Your rights

### How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Joanne Patterson, DPO@DEMAT.org.uk

This notice is based on the *Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.*

- **Please complete and return the attached declaration form to the school office  
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## Declaration

**Name:**

**declare that I understand:**

- The Diocese of Ely Multi-Academy Trust and its schools have a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Diocese of Ely Multi-Academy Trust and its schools may share my data with the DfE, and subsequently the LA.
- The Diocese of Ely Multi-Academy Trust and its schools will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The Diocese of Ely Multi-Academy Trust and its schools will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

**Name:**

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**Signature:**

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**Date:**

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**Work Place:**

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