

Privacy Policy for Non Parent Emergency Contacts for Pupils

In the development of this policy consideration has been given to Equality and Diversity and Data Protection.

Equality and Diversity

DEMAT is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Data Protection

DEMAT will process personal data of staff (which may be held on paper, electronically, or otherwise). DEMAT recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

This Policy is to be used across all DEMAT schools	Version	Date
DEMAT Officer responsible for updating content – DPO	2	Aug 2018
Date approved by DEMAT Standards & Ethos Committee		
Effective date as determined by DEMAT	2	1 st Sept 2018
Notice to be reviewed annually from date last approved by DEMAT Standards & Ethos Committee	2	Annually
Information used from guidance provided by the DfE		Aug 2018
Policy to be reviewed by DEMAT (unless statutory revisions require it be done earlier)		September 2019

The Diocese of Ely Multi Academy Trust (DEMAT)
Grace Building, 8 High Street, Ely, Cambridgeshire. CB7 4JU Tel: 01353 656760
Company registration number: 08464996

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Application of the Policy

This policy is to be used by all employees employed by The Diocese of Ely Multi-Academy Trust (DEMAT). The following definitions are included for reference purposes for both School and Central Team staff to enable clarity and transparency when applying this policy.

Privacy Policy for non parent emergency contacts for pupils

Under data protection law, individuals have a right to be informed about how the school 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 **pupils**.

We, the 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

We use this data to:

- Contact yourself should the need arise regarding the pupil you are stored against

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- Consent has been given by you for us to store your personal data to use as detailed above

Where you have provided us with consent to use your data, you may withdraw this consent at any time. If you wish to withdraw consent, please contact the school who will explain how you go about withdrawing consent and arrange for your personal data to be removed from all areas it is stored.

Collecting this information

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

How we store this data

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

Data sharing

We do not share information about you with any third party without 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:

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- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- 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 regarding personal data

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

Individuals also have the right for their 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.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 pupils, amended for parents and other emergency contacts and to reflect the way we use data in this school.

Please complete and return the attached declaration form to the parent/carer of the pupil associated to you for emergency contact purposes

Declaration

Name: _____ **declare that I understand:**

- The Diocese of Ely Multi-Academy Trust and its schools do not have a legal and legitimate interest to collect and process my personal data to meet statutory requirements, but I am willing to provide it to enable the school to make contact with me in relation to the pupil my details are stored against.
- How my data is used.
- 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.

Pupil Name: _____

Emergency Name: _____ **Contacts** _____

Signature: _____

Date: _____

School: _____

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