

Privacy Notice for Non-Parent Emergency Contacts for Pupils

Document Owner	Data Protection Officer
Last updated	June 2025
Version number	4

Application of the Notice

This Notice is to be used by all non-parent emergency contacts for pupils at DEMAT academies.

Relationship with DEMAT Values

The application of this notice must be applied at all times in a way that reflects the Vision and Values of DEMAT:

Vision

To Learn. To Know. To Lead Out. "I can do all things through Christ who strengthens me" (Philippians 4:13)

Values

Love – We engender love and tolerance between and for our staff, pupils, and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our academies are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe, and secure place for our staff and pupils to be happy and respected in our academies so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our academies offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives.

Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following DEMAT Policies/Procedures:

Data Protection Policy

1. Introduction

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

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

2. The personal data we hold

We may need to hold personal data about non-parent emergency contacts of a pupil at one of our academies.

The personal information we hold is your contact details, and telephone number, we may also hold your address

3. Why we use this data

We use this data to contact yourself, should the need arise, regarding the pupil your data is stored against.

4. Our legal basis for using this data

We only collect and use personal data where the law allows. Most commonly, we process it where processing is necessary to protect the vital interests of the pupil.

5. Collecting this information

There is no mandatory requirement for you to provide us with this information, but if you are willing for us to add your details to our MIS system (Bromcom) to enable us to contact you when we are unable to contact the parents/carers of the pupil/s associated with you, please complete the form in Appendix 1, and arrange for it to be sent to the school office (via the family/pupil is fine).

6. How we store this data

We will keep your information securely on our Bromcom Pupil Management System only for the period that the relevant pupil attends our academy.

7. 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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Police forces, courts, tribunals

We will not transfer your personal data to a country or territory outside the European Economic Area.

8. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer at dpo@demat.org.uk

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

9. The right to lodge a complaint

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 using one of the following methods:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9

10. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

Diocese of Ely Multi-Academy Trust
Grace Building
8 High Street
Ely
CB7 4JU

11. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	September 2018
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022
4.	Minor changes only including bringing in reference to Bromcom MIS system	Data Protection Officer			June 2025

This document will be reviewed every two years.

The document was reviewed in January 2024 with no changes being made.

Appendix 1

Non-Parent/Carer Contact Details

Emergency Non-parent/ carers must complete the form below after they have read the
**DEMAT Privacy Notice for Non-parents Emergency contacts if they consent to their details held by
the academy/Trust**

A hard copy of this document can be obtained from the school office

Please note that until this is received, we will not be able to use these details for contact purposes.

Title _____ Surname _____

Forename _____

School student/s attends _____

Student Name/s linked to:

Relationship to student/what capacity known to student

Best contact telephone number _____

*Home Address

*Postcode _____

*Alternative Telephone number _____

*Home email _____



*Place of work _____

*Work phone number _____

** These items can be left blank if you wish*