

## Privacy Notice for Non-Parent Emergency Contacts for Pupils

Document Owner	Data Protection Officer
Last updated	January 2024
Version number	5

### **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 policy must be applied at all times in a way that reflects the values of DEMAT:

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

This is further defined in the four key strands of DEMAT, all of which are underpinned by our Christian distinctiveness,

Children are at the heart of all we do

Keep close to the work

Maintaining a legacy, creating new traditions

Aspirational, yet sustainable

### **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.

This privacy notice explains how we collect, store and use personal data about non-parent emergency contacts for pupils at DEMAT academies.

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 parents or carers 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 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 our information 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

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.

## 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](mailto: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:

The Data Protection Officer  
Diocese of Ely Multi-Academy Trust  
Grace Building  
8 High Street  
Ely  
CB7 4JU

## 11. Version control

<b>No.</b>	<b>Status of document/changes</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of approval</b>
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.	Annual review – no change required				January 2024

This document will be reviewed on an annual basis.

**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***