



Privacy Notice for Non-Parent Emergency Contacts for Pupils

Document Owner	Data Protection Officer
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Version number	5



1. Application of the Notice

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

Associated Policies and Documents

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

Data Protection Policy

2. 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, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

3. 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

4. Why we use this data

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



5. 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.

6. 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).

7. 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.

8. 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.



9. 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@graceschools.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

10. 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

11. **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:

Grace Schools
Grace Building
8 High Street
Ely
CB7 4JU

12. 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		CEO	June 2025
5.	Rebranding from DEMAT to Grace Schools	Data Protection Officer		CEO	August 2026

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 **Gracxe Schools 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.

PRIORITY 1 CONTACT

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**