

The Active Learning Trust

Emergency Contact/Next of Kin Privacy Notice

We are required by data protection law to provide the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data. Should your application be successful, when you start to work for us, we will provide you with another privacy notice that explains how we deal with your personal data whilst you are working for us.

This Privacy Notice applies from when the General Data Protection Regulation came into force. It does not form part of any contract of employment. We may update this Privacy Notice at any time.

Data Controller

The Active Learning Trust is the “controller” for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is Mrs Caroline Driver, Compliance Manager, email: dataprotection@activelearningtrust.org. As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

What is Personal Data?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, biometric or genetic data that is used to identify an individual is known as special category data. (The rest is ordinary personal data).

Categories of Personal Data we process

We process personal data relating to emergency contacts. Personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to the following, which is provided by the parent/carer of a pupil or employee:

- Contact details (such as name, address, telephone and email)
- Relationship to the pupil or staff member and priority level of contact

- Any documentation given to us on behalf of a pupil or employee regarding the relationship between the emergency contact and the pupil/employee.
- CCTV images captured in the school if the contact enters the school or areas adjacent to the school grounds or site (where a school has cctv)

Why we collect emergency contacts personal data

The Trust has a legal duty to protect the safety and welfare of its pupils and its employees. We use this data to:

- Contact a representative for the pupil where the main parent(s)/carer are not available
- Contact a representative of an employee when needed
- Provide appropriate pastoral care for pupils
- Protect pupil welfare
- Comply with the law regarding pupil and employee welfare

Collecting and using Personal Data in this way is lawful because:

We only collect and use emergency contacts' personal information when the law allows us to. Most commonly we process it where:

- We need to comply with a legal obligation to pupils or employees
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the Controller
- We need to protect the child's or employee's vital interests

How we collect your Personal Data

We obtain information about you from parents/carers of pupils, either when they complete a School Admission Form when their child is first admitted to the school, or when they provide us with your details as a new emergency contact for their child. Employees also provide such information directly to us.

How we protect your Personal Data

We take the security of personal data very seriously. We have internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed.

How we store your Personal Data

We keep personal information, such as emergency contacts information in secure Management Information Systems and hard copies are held in the pupil's educational records file or employee's personnel file in a locked, secure location with limited access.

Data Sharing

We will not share information about you with third parties without your consent unless the law allows us to. Where it is legally required, or necessary, we may share your personal data which we collect to:

- Our local authority – to meet our legal obligations to share certain information about it, such as safeguarding concerns
- Pupil's /employee's family and representatives

How long we keep your personal information

Personal Data that we collect is stored in line with our Records Retention Policy. When it is no longer necessary we will delete your personal data.

Your rights

You have a number of legal rights relating to your personal data which are outlined here:

- **The right to make a subject access request.** This enables you to receive certain information about how we use your personal data, as well as to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **The right to request that we correct incomplete or inaccurate personal data** that we hold about you.
- **The right to request that we delete or remove personal data** that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **The right to object to our processing your personal data** where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
- **The right to request that we restrict our processing of your personal data.** This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **The right to withdraw your consent to us using your personal data.** As described above, we do not normally rely on your consent as the legal ground for using your personal data. However, if we are relying on your consent as the legal ground for using any of your personal data and you withdraw your consent, you also have the right to request that we delete or remove that data, if we do not have another good reason to continue using it.
- **The right to request that we transfer your personal data** to another party, in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to “data portability”).

If you want to exercise any of the above rights, for example, by requesting a copy of the information which we hold about you, please contact the Trust's Data Protection Officer as follows:

Data Protection Officer, The Active Learning Trust c/o Isle of Ely Primary School Road Ely
Cambridgeshire CB6 2FG

Email: dataprotection@activelearningtrust.org

Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

More information about your rights is available in our Data Protection Policy which is on our website - <https://www.activelearningtrust.org/about/Policies>

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Trust's Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.