

Bassingbourn Village College

GDPR Consent Guidance for emergency contacts without Parental Responsibility

Under data protection law, individuals have a right to be informed how the school 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 <https://anglianlearning.org/gdpr-policies/> This privacy notice explains how we collect, store and use personal data about pupils.

We, Anglian Learning, Bottisham Village College, Lode Road, Cambridge CB25 9DL are the 'Data Controller' for the purposes of data protection law.

Our 'Data Protection Officer' (DPO) is Mark Povey (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 are: Your name and telephone contact details

Why we use this data

We use this data to: Contact yourself should the need arise regarding the pupil your information is stored against.

Our legal basis for using this data

We only collect and use personal data when the law allows us to do so. 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 do we store this data?

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

Data Sharing

We do not share information about you with any 3rd 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 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 (SAR) to gain access to personal information that the school holds about them.

If you make a Subject Access Request, and 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 (right to data portability)

If you would like to make a request, please contact Mrs Smith in the first instance

ssmith@bassingbournvc.org

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 Mrs S Smith.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think our collection or use of data is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer at mark@js-ig.com

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Or telephone them on 0303 123 1113
- Or write to them at: 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 either in this documentation or our privacy notice, please contact the Mrs Smith in the first instance

ssmith@bassingbournvc.org

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 declaration form to the parent / carer of the pupil associated to you for emergency contact purposes.

Declaration

Name (of non-parent / carer contact): _____

Declare that I understand:

- Bassingbourn Village College 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 my data in order to enable the school to make contact with me in relation to the pupil my details are stored against.
- How my data is used
- Bassingbourn Village College will not share my data to any third parties without my consent, unless the law requires the school to do so.
- Bassingbourn Village College will always ask for explicit consent where this is required, and I must provide this consent if I agree for the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy and associated Retention Policy.
- My rights to the processing of my personal data
- Where I can find out more information about processing of my personal data.

Pupil Name: _____

Emergency Contact's Name: _____

Signature: _____

Date: _____

School: Bassingbourn Village College
South End
Bassingbourn
Nr Royston, Herts, SG8 5NJ