



# OWLS Academy Trust

CEO: Peter Merry

Registered office: Langmoor Primary School, Kenilworth Drive, Oadby, Leicester, LE2 5HS

## PRIVACY NOTICE

### For Non-Parental Emergency Contacts

#### Introduction

The purpose of this notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

For the purpose of this document, “Non-Parental Emergency Contact” means any named emergency contact who is not identified as the parent or legal carer for the child.

Langmoor Primary School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data is to be processed. The Head Teacher acts as a representative for the school with regard to its data controller responsibilities, and can be contacted on 0116 271 2776, [office@langmoor.leics.sch.uk](mailto:office@langmoor.leics.sch.uk) or by post at Langmoor Primary School, Kenilworth Drive, Oadby, Leicester, LE2 5HS.

Kirsten McLaren is the Data Protection Officer for the OWLS Academy Trust and oversees and monitors each school’s data protection procedures to ensure that they are compliant with the GDPR. The Data Protection Officer can be contacted on 0116 281 1963 or [lbm@littlehill.leics.sch.uk](mailto:lbm@littlehill.leics.sch.uk).

#### Why We Collect and Use Your Personal Data

Schools have a legal duty to protect the safety and welfare of pupils. In accordance with this requirement, we ask parents/carers to provide us with details of multiple individuals who we may contact in the event of an emergency, and to indicate a priority order for making contact. We will only use information about non-parental emergency contacts for these purposes.

#### The Lawful Basis for Processing Your Information

We are relying on the lawful basis of the **legitimate interests** of the pupil, specifically in respect of their welfare and pastoral needs when we collect and process personal information about you.

#### How We Collect Your Personal Data

We obtain information about you from parents 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 non-parental contact for their child.

#### What Personal Data is Collected?

The categories of information that the school collects, holds and shares in respect of non-parental emergency contacts are your name, your relationship with the child, and your contact telephone numbers (home, mobile and/or work). Parents / carers may also have provided us with your postal or e-mail address to enable us to issue you with a copy of this privacy notice.

## **Who we Share Your Personal Data With**

We will not share your details as a non-parental emergency contact without gaining your express consent, unless we are required to do so by law.

## **Who Processes Your Information**

Data processing may be outsourced to third party processors where there are compelling reasons to do so. Where outsourcing takes place the same data protection standards that the OWLS Academy Trust upholds are imposed on the data processor.

Categories of third-party data processors used by schools within the Trust include the use of web-based platforms for specialised services (e.g. for communications, online payments services, accident reporting, internal monitoring and reporting processes, such as logging possible child protection concerns, etc). We always ensure that appropriate levels of access control are in place, and that the school retains full control of the data that is processed via a third party and the method of processing.

We also outsource our data back-up processes.

## **How Long is Your Data Stored**

In accordance with the GDPR, the school does not store personal data indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected. Your details will therefore be removed from the pupil's record either when you cease to be an emergency contact for that pupil, or when the pupil leaves the school, whichever is sooner.

Where we have been given your postal and/or email address in order to send you this privacy notice, this information will have been destroyed immediately following dispatch of this notice. Sent e-mails are permanently deleted from the e-mail system after 12 months.

Daily back-ups of electronic data are securely stored off site for 1 month. We also ensure that two month-end back-ups are available at all times.

## **Your Rights as a Data Subject**

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information please contact the school office on 0116 271 2776 or [office@langmoor.leics.sch.uk](mailto:office@langmoor.leics.sch.uk)

You also have the right to:

- Be informed about how we use your personal data;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed;
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (the UK supervisory authority) at <https://ico.org.uk/concerns/>.