

# Sheffield Catholic Schools Partnership

## Privacy Notice for Contacts at St Wilfrid's Primary School



This statement should be read in conjunction with the Data Protection policy.

This statement is intended to provide information as to how we will collect, use or process personal data relating to contacts.

### **Responsibility for Data Protection**

St Wilfrid's Primary School is registered with the Information Commissioner's Office. The registration number is Z7322401.

The Data Protection Officer (DPO) for the school is Mrs L Graham. The DPO can be contacted on enquiries@stwilfridssheffield.co.uk or 0114 2365529.

The contacts have a responsibility to abide by school policies and the law relating to data protection.

### **The Data Protection Act 1998: Why do we collect and use contacts information?**

By contacts we mean those people who have been nominated:

- By parents who have children attending our school, who are to be contacted when parents are not available.
- By staff, who are to be contacted if they are ill.

We collect and use contacts information under the following Articles of the General Data Protection Regulations (GDPR)

#### **Article 6:**

Processing shall be lawful only if and to the extent that at least one of the following applies:

6 (1) e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

We use contacts data to:

- Enable us to meet the needs of pupils and staff in an emergency.

The collection of this information will benefit both national and local users by:

- Safeguarding the pupils and staff in our school.

## **The categories of personal information that we collect and hold are:**

- Name;
- Address (for staff contacts only);
- Relationship to pupil or staff;
- Telephone numbers.

## **Collecting contacts information**

Contacts information is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of data collection whether you are required to provide certain contacts information to us or if you have a choice in this.

## **Storing contacts information**

- We store personal information electronically, linked to the pupil or staff information file in our database;
- We store data collection documents electronically, linked to the pupil or staff contacts information file in our database.

## **Who do we share contacts information with?**

We do not share contacts information.

## **Requesting access to your personal information**

Under data protection legislation, the contacts have the right to request access to information about them that we hold. This is referred to as a Subject Access Request (SAR). The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the data processing. To make a request for your personal information, contact the Data Protection Officer.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

To make a SAR, or to exercise any of your rights under data protection regulation, you should contact the Data Protection Officer at the school.

On receipt of a request to exercise any of your rights under data protection regulation, the school will:

- Respond to acknowledge receipt of your request;

- Request proof of identify of the person making the request;
- Inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- Act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

If you want to see a copy of information about you that we hold, please contact the Data Protection Officer.

Reason for version change:	GDPR	Version number:	1.0
Document owner:	Sheffield Catholic Schools Partnership	Date of SCSP Authorisation:	
Approval required:	Full Governing Body	Date of School Approval:	14/3/18
Target Audience:	All staff and pupil contacts	Date issued:	