

Privacy Notice – (Covid-19 Measures)

The Eastern Multi-Academy Trust (the Trust) is providing this additional privacy notice for all of its' academies. It applies to equally to all data subjects (pupils, parents, staff and visitors).

In this document the Trust and the Academies, whether singly or in groups, are referred to as 'we', 'us' or "our". Data subjects are referred to as "you" or "your".

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

While the current public health conditions persist, we are likely to process personal data for additional reasons and we are required to tell you about these changes

Dealing with Covid-19 data: A summary

Government guidance about the reopening of schools requires that if a person is suspected of being infected with Covid-19 that we tell them they need to leave the school premises (with a parent or guardian where the person is a pupil). Also, others in school who have been in contact with that person, for example the other pupils in the same class group, will also need to self-isolate.

It is your responsibility to arrange a Covid-19 test for you, or your child and you must inform Public Health England of the results. We need to know if you, or your child, receive a negative test result so that we can enable others to return to school as soon as possible.

What Information will we use about you?

- Personal details such as your name
- Contact details such as an address or email address
- Dates of attendance at the school

Some types of personal data we keep are given greater protection and are known as special category personal data. Special category data that we collect and use about you includes

- Information about health conditions specifically that you have shown symptoms that suggest infection with Covid-19
- The results of a test undertaken for Covid-19 infection

What will we do with this information?

We use the information

- To notify people who will be required to self-isolate because of potential contact with someone infected with Covid-19
- To inform individuals who are self-isolating when it is safe to return to school/work

Unless specifically required by legislation, or regulation, to do so, we will not directly disclose your identity when performing these tasks.

The legal basis for using this information

Our use of your information will be legal based on:

- Delivering a public task [Article 6(1)(e)]
For example: sending notification to parents that their child(ren) need to self-isolate

Where we use special category data, our use is legal due to one of the following reasons:

- Because it is part of providing social protection [Article 9(2)(b)]
For example: requesting that you self-isolate because of showing Covid-19 symptoms

Storing your personal data

The contact details of students and parents are maintained in the main student file which is *[transferred to your secondary school or other next school / held until your 25th Birthday]*

Information about staff will be kept for 6 years after you leave employment.

Information about visitors captured in our singing in *[book / system]* has a required retention of 6 years from the end of the year it is collected.

Details about the requirement for, and the outcome of, tests for Covid-19 will be maintained in student and staff files. Where a visitor is required to self-isolate, or informs us of a negative test a file will be opened and will be retained for one year after it has been opened.

Sharing your personal data

We may be required to share contact and personal details with Public Health England including its' local response teams.

Where we share your personal data is it lawful on the basis of Article 6(1)(c) of the GDPR and is based on us complying with a legal requirement.

Should we be required to provide any special category data with will be made lawful by the exemption in Article 9(2)(b).

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR. Some information we hold can not be accessed in this way. If

you ask for information that is not available, there may be other ways of accessing it and we can help you.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Parents or Guardian's rights to access personal data of pupils

If a pupil under the age of 12 ask for access to your personal data, we will usually ask a parent or guardian to confirm that we can release it. Parents or guardian can also ask to see the personal data we hold about their child(ren) directly.

Who to contact

The Eastern Multi- Academy Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the data protection administrator:

Name of Person.

email address

Where they can be found

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is

Name of DPO: GDPR Sentry Limited

email address support@gdprsendry.com

Contact number 0113 804 2035

Contact address Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

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 at <https://ico.org.uk/concerns/> or call 0303 123 1113.