



November 2024

## Serious medical or health incident - Privacy Notice In The Event Of Full Lockdown

This privacy notice relates to the school moving to a full lockdown when only vulnerable children and those of key workers will be allowed into the academy.

St John's (CE) Primary Academy is a 'Data Controller' as defined by Article 4 (7) of UK-GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Our data protection officer is Tim Pinto, contact: [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)

### What information are we collecting?

The categories of information that we collect, hold and share include the following:

- Basic personal information (e.g. name, pupil number, DOB and address) (pupils, parents and staff)
- Safeguarding information (pupils)
- Job role and evidence of employment in this role (parents)
- Attendance information (pupils and staff)

We will also process information which may include 'special category' data about our pupils including:

- Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)
- Relevant medical information (pupils and staff)

### Why do we process your personal data?

The personal data collected is essential, for the academy to fulfil their official functions and meet legal requirements. In addition, to facilitate the provision of care for vulnerable children and the children of critical workers.

This involves:

- Processing pupil information to facilitate their learning and meet any care requirements that they have.
- Processing parents' employment information to confirm their status as a critical worker.
- Processing the information of staff members who have been redeployed in order to meet resourcing needs.

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article

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9 of UK-GDPR:

- Article 6 (c) legal obligation Article 6 (d) public task Article 6(b) contract (for staff)
- Article 9 (b) Employment, social security and social protection (for staff) Article 9 (g) Reasons of substantial public interest

Please refer to the academy's Pupils, Parents/Carers and Workforce Privacy Notices for further information about the lawful basis we rely upon to process your data.

### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you. We will also process information received from:

- Department for Education (DfE)
- Local Education Authority. If your child is attending our academy as a result of a serious medical or health incident response and your child's previous school was in a neighbouring LA, then we may need to obtain information from this LA.
- Previous schools attended

### **Who we share pupil information with**

We are obliged to share attendance data with the Department for Education during this time. The following information will be shared:

- The names of all children who are in attendance on each day
- If the child is not enrolled at the academy, the name of the school where the child is enrolled
- Whether the child is present on each day
- Whether the child has parents who are critical workers
- If the child is vulnerable e.g. they have on an education health and care plan (EHCP), have a social worker, or are looked after children
- If the child has an EHCP
- If the child has a social worker
- The time the child signed into the academy
- The time the child signed out of the academy
- The number of children or staff members that are ill, isolating, shielding and whether there is a suspected or confirmed case of a serious medical or health incident.
- The number of children or staff members who have been asked to self-isolate by the NHS.
- The number of children or staff members living with a clinically extremely vulnerable person.

We may also be required to share information with neighbouring Local Authorities if your child is attending our academy as a result of a serious medical or health incident response and your child's previous school was in a neighbouring LA.

For further details about who we share information with, please see our full Pupil, Parents/Carers and Workforce Privacy Notices.

### **How long do we keep your personal data for?**

We will only retain your data for as long as it is necessary to do so. In respect of parents, we will not retain a copy of the evidence that you provide to us to prove that you are a critical worker.

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For further details about retention of your data, please refer to the academy's Pupil, Parents/Carers and Workforce Privacy Notices.

### **What rights do you have over your data?**

Under UK-GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the academy office: [admin@stjohnsacademyclifton.co.uk](mailto:admin@stjohnsacademyclifton.co.uk)

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 22.11.2024.

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

- Mrs R Townsend, Interim Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)