

Privacy Notice for Coronavirus (COVID-19)

This Privacy Notice has been written to inform pupils, parents and staff of Pontefract Academies Trust about how we are using your information in light of the measures that have been introduced to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard Pupils and Parents, and Employees Privacy Notices.

Who we are

Pontefract Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purpose 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.

The Pontefract Academies Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Pontefract Academies Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk

01609 532526

Any correspondence with the DPO must include the name of our Trust and the name of the school within our Trust if relevant.

What information we collect

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 that children 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 collect your personal data?

We are processing this information 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 key 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 9 of 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 our standard Pupils and Parents and Employees 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 a school within our trust as a result of the COVID-19 pandemic response and your child’s previous school was in a neighbouring LEA, then we may need to obtain information from this LEA.
- Previous schools attended

Who do we share your personal data with?

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

1. The names of all children who are in attendance on each day
2. If the child is not enrolled at your school, the name of the school where the child is enrolled
3. Whether the child is present each day
4. Whether the child has critical workers
5. If the child is vulnerable e.g. they have on an educational health and care plan (EHCP), have a social worker (CiN), or are looked after children
6. If the child is on an EHCP
7. If the child has a social worker
8. The time the child signed into the school
9. The time the child signed out of the school
10. The number and names of children or staff members that are ill, isolating, shielding and whether there is a suspected number or confirmed case of COVID-19
11. The number and names of children or staff members who have been asked to self-isolate by the NHS Test and Trace system
12. The number and names of children or staff members living with a clinically extremely vulnerable person

We may also be required to share information with neighbouring Local Education Authorities if your child is attending a school within our Trust as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA.

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

How long do we keep 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 use to prove that you are a critical worker.

For further details about retention of your data, please refer to our full Pupils and Parents and Employees Privacy Notices.

What rights do you have over your data?

Under 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

Contact

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

Further Information

If you would like to discuss anything in this privacy notice, please email dpo@patrust.org.uk.