

Privacy Notice for School Emergency Contacts

Information held about you

In order to provide an emergency response, it is necessary for us to collect and hold personal information about individuals. This information will include:-

- basic details about you such as name, home address, personal telephone number, email address and emergency contact
- your role in relation to the school

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:-

- To maintain an emergency out of hours response should there be a problem with the school premises
- To provide services to the population both resident and transient of Herefordshire during an emergency response which may involve use of the school premises

What is the legal basis for us to process your data?

The legal basis for processing the data is

- your consent, which you can withdraw at any time by notifying us
- in the public interest or in the exercise of official authority

Who we will share your information with

We will share your information with the council's emergencies and resilience team so that they may contact you direct should they need to in the event of an emergency.

We will share your information with partner organisations for out of hours emergency use.

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records

We will keep your information for as long as you remain an emergency contact. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing accurate information

It is important that we hold accurate and up to date information about you. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact education, development and skills business support team in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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