

Coronavirus (COVID-19) Pupils, Parents, Staff and Visitors Privacy Notice

This Privacy Notice has been written to inform pupils, parents, staff and visitors of Northern Star Academies Trust about how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard privacy notices available on our website.

Who are we?

Northern Star Academies Trust is a 'Data Controller' as defined by Article 4 (7) of 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.

The Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust and schools within the Trust are 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 53 2526

***Please ensure you include the name of the School in all correspondence with the DPO**

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, address and contact details) (pupils, parents and staff)
- Safeguarding information (pupils)
- Attendance information (pupils and staff)
- Name, personal contact number, company/organisation and reason for visit (visitors)

We will also process information which may include 'special category' data about our pupils and staff 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 to the COVID-19 pandemic (pupils and staff)

Why do we process your personal data?

We are processing this information to safeguard any pupil, member of staff or visitor whilst in attendance at the educational setting or in the workplace.

This involves:

- Processing pupil information to facilitate their learning and meet any care requirements that they have.
- Processing the information of staff members who have been redeployed across the Trust in order to meet resourcing needs.
- Processing the information in order to ensure the wellbeing and the safeguarding of pupils or staff
- Processing medical information relating to COVID-19 and COVID-19 testing results, including clinically extremely vulnerable and extremely vulnerable to safeguard other individuals within the educational or workplace setting

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. These are published on the [NSAT website](#).

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 one of our schools 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 may be shared:

Pupil Information

1. The number of students or pupils who are eligible to attend in each year group
2. The total number of students or pupils who are in attendance at the educational setting today across all year groups
3. The number of children attending who fall into the following categories:

- a. Children with an EHC plan
- b. Children with a social worker

The above information may also be shared with the Local Education Authority. We may also share details of individual pupils with the Local Education Authority all of which will be done on the legal basis set out in “Why do we process your personal data?”.

See the section below with regards to NHS Test and Trace.

Staff Information

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

1. Number of class teachers who are absent today

See the section below with regards to NHS Test and Trace.

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.

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

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 also complain to the Information Commissioner’s Office (the Data Protection Regulator) about the way in which the Trust 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

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the Trust and schools within the Trust, will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 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'

Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
<https://contact-tracing.phe.gov.uk/help/privacy-notice>