

## Privacy notice for COVID-19

### Data protection and COVID-19

This privacy notice is an addendum to the school's main privacy statement and notices, and it explains how Catalyst Academies Trust, as the Data Controller, may use your personal data specifically in relation to the COVID-19 (coronavirus) pandemic.

You may have already provided information for a specific reason, and the school would usually seek to inform you that the data provided would be used for a different purpose. Due to the rapidly changing situation regarding the current pandemic, this will not always be possible. If we already hold information regarding vulnerability, we may share this for emergency planning purposes or to protect your vital interests by sharing with relevant parties both inside and outside the school.

The Information Commissioner's Office has published guidance on data handling during the pandemic.

In this current crisis, we may need to ask you for sensitive personal information that you have not already supplied, including your age or if you have any underlying illnesses, are vulnerable or have had symptoms or been tested. This is so the school can attempt to keep everybody safe.

### Your personal data

Personal data relates to a living individual who can be identified from that data. Some of your personal data is classed as 'special personal data' because this information is more sensitive. Health data fits into this category.

### Why we may need to share your personal data

In this current pandemic, we may share your information with other public authorities, emergency services, and other stakeholders as necessary and only when necessary in a proportionate and secure manner. Contact with you to obtain consent before sharing will not be required for all the reasons described in this notice. Please be assured that protection of personal data remains a priority at this time after the health and safety of everyone.

We will only share your personal information where the law allows, and we always aim to share the minimum data necessary to achieve the purpose required. Further, the information will only be used for the purposes listed and retained for limited specific times.

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 allow us to share information for a wide variety of reasons. These are known as our 'legal bases to process data'.

Data protection laws are written to facilitate valid information sharing, especially in times of emergency which often requires more collaborative working. The legal bases for processing data at the school during the COVID 19 pandemic are as follows:

- Fulfil an explicit statutory or government purpose
- Protect the pupils and staff
- Satisfy external regulatory requirements
- Provide extra support for individuals with a disability or medical condition
- Safeguard children and individuals at risk

### Your rights

You have several rights with respect to your personal data and these remain all intact during the current coronavirus pandemic. Any requests regarding your rights should be submitted to the Data Protection Officer. There may be a delay in responding fully to all requests within one calendar month, but we will strive to keep requestors updated with the progress of their request.

### Contact

For any questions regarding the above, please contact us at: [dpo@chorusadvisers.co.uk](mailto:dpo@chorusadvisers.co.uk) or telephone: 07779 720873.

Catalyst Academies Trust is a company limited by guarantee, registered in England & Wales (Company Number 8407989)

