

Kingsbrook School

'A unique service for unique young people'

Privacy Procedure For Non Parent Emergency Contacts

Kingsbrook School

Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2025
Review: 30th August 2026

Privacy Procedure for Non Parent Emergency Contacts for Students

In the development of this procedure consideration has been given to Equality and Diversity and Data Protection.

Equality and Diversity

Kingsbrook School is committed to promoting equality of opportunity for all and job applicants. Kingsbrook School aims to create a supportive and inclusive working environment in which all individuals are able to make the best use of their skills, free from discrimination or harassment and in which all decisions are based upon merit. We do not discriminate against staff based upon age, race, sex, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff members.

Data Protection

Kingsbrook School will process personal data of staff (which may be held on paper, electronically or otherwise). Kingsbrook School recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018.

Application of the Procedure

This procedure is to be used by all employees employed by Kingsbrook School. The following sections are to be used for reference purposes for Kingsbrook School Staff to enable clarity and transparency when applying this procedure.

Use and Storage of Personal Contact Details

We only collect and use personal data when the law allows us to. Permission to use your contact details will be sought from the parent/carer prior to Kingsbrook School receiving the contact details. There is no mandatory requirement for your contact details being used for emergency contact detail purposes.

How We Store Your Personal Contact Details

We will only keep your contact details for the period of time the associated student attends Kingsbrook School. Upon leaving, all contact details for emergency purposes will be destroyed securely.

Data Sharing

Kingsbrook School will not share your contact details with any third party without consent unless the law and our procedures allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share your personal contact details with the following persons for specific purposes to include:

- Our Local Authority to meet our legal obligations to share certain information such as safeguarding concerns.
- Police forces, courts and tribunals

For any Data Protection concerns or queries please contact the Head of School:

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