

## **Circumstances under which Chapeltown Academy may use contact details**

We recognise that you are an individual, with an expectation that information about you is held securely and not shared inappropriately. We will always balance these considerations with your personal circumstances before using the details you have provided and sharing information about you with your parent/carer.

If we ever need to get in touch with your parent/carer and share any personal information, wherever possible

we would try and get your consent first.

In the event that there are concerns about the health, wellbeing or welfare of a student, Chapeltown Academy is always obliged to contact the student's parent or guardian.

Under current data protection legislation, we are permitted to share personal information about you without your consent where we believe that this is necessary to protect your vital (immediate) interests or those of another person and where it is not possible to obtain your consent. This usually means that you will have been involved in, or that there is a risk of, an incident or an emergency situation where we believe you or others may come to serious or lasting harm

The following are examples of circumstances in which we might get in touch with a contact and share personal information, but each case is considered on its own merits. These examples include but are not limited to:

- You are exhibiting behaviour that may pose a serious risk to your safety and wellbeing or that of others.
- You have attended or been admitted to hospital in an emergency.
- You have suffered a serious physical injury, including significant self-harm.
- You cease to engage with your studies and we have been unable to contact you to confirm your safety and wellbeing.
- You are experiencing a mental health crisis.
- A third party has reported significant concerns and we are not able to contact you to establish your safety and wellbeing.
- You have been the victim of a serious crime.

Whenever we share personal information about a student with a contact, we keep a record of the justification for this decision, the nature of the information shared, with whom, and the time and date of the disclosure.