

Y Bont Faen Primary School



Privacy Notice

September 2019

Privacy Notice (How we use pupil information)

Y Bont Faen Primary School

General Data Protection Regulations (GDPR)

Who processes your information?

Y Bont Faen School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Mr Tim Cousins is the Data Protection Officer for Y Bont Faen School. Their role is to oversee and monitor the school's data protection procedures, and ensure that they are compliant with the GDPR. The data protection officer can be contacted via email at DPO@valeofglamorgan.gov.uk or telephone on 01446 700111.

Why do we collect and use your information?

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect and use pupil information under section 6(1)(e) of the GDPR which states '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'.

The School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Welsh Government (WG). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service

- To comply with the law regarding data sharing
- To safeguard pupils (e.g. allergy or child protection information)
- As part of our admissions process
- To access our school meals, payments and school communication systems
- To market and publicise the school (this includes images/ photographs).

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as national curriculum assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities
- catering and free school meal management

School's Legal Basis for Processing Personal Information

The School processes personal information where one of the following legal bases applies:

Legal obligation - The School is under a duty to comply with a number of legal obligations and the School processes personal information in connection with these. The School's legal obligations relate to matters such as, but not limited to, safeguarding, health and safety and statistical returns to the Welsh Government.

Public interest - The School, as a public body, has the legal right to process personal information in order to meet its legal requirements and legitimate interests, including providing educational services to pupils and managing the school effectively.

Consent - Where none of the above conditions apply and the School still wishes to process personal information we will ask for your consent. In particular, in relation to school photographs, PTA information, fundraising circulars and third party marketing.

If the School asks for consent, we will clearly set out what we want to do with your personal information. Where the School relies on consent to process personal information you may withdraw your consent at any time. Please note however that the

School may still need to or be legally obliged to continue to process personal information under one of the other grounds set out above.

The School's Legal Basis for Processing Special Categories of Personal Data

Data protection legislation also refers to “special categories of personal data” which is more sensitive personal information needing a higher level of protection.

This includes data revealing racial or ethnic origin, trade union membership, and the processing of biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

The School takes extra care when processing this type of information and will only process this type of information when one of the following applies:

Data revealing racial or ethnic origin - The School collects information on the ethnicity, first language, country of birth and nationality, where we are under a statutory obligation to complete an annual school census and return (PLASC) to the LA.

Data concerning health – The School may record and process information on the health of our pupils in the following areas:

- **Safeguarding** – it may be necessary for the School to record information on the physical or mental health of our pupils and share this with health or social care professionals in order to ensure our pupils receive appropriate health or social care treatment.
- **Pastoral care** – the School may record information concerning the social, psychological or physical development of our pupils and this may include information concerning their health, in order to make provision for appropriate health or social care treatment.
- **Special Educational Needs and Disability** – when the School records information on a pupil's individual needs this may include information concerning their health. Where the School does this it is in order to make provision for appropriate health or social care treatment.
- **Medical care** – the School records information on any pre-existing medical issues of our pupils and any medical episodes they experience at school. This is in order to make provision for appropriate health treatment.

In a medical emergency the School may share information with other parties, such as ambulance staff or a hospital if they believe it is in an individual's best interests and they are unable to provide this themselves.

Consent - Where none of the above conditions apply and the School still wishes to process special categories of personal data, we will ask for consent. If the School asks for consent, we will be clear about what we intend to do with any sensitive personal information, and the person providing consent may withdraw this at any time.

How we collect pupil information?

We collect pupil information via paper and electronic registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

How long is your information stored?

The School will keep information about you on computer systems and also in paper form. Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the school's website <https://ybontfaen.school/>. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The Welsh Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). Welsh Government uses this personal information for research, which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics.

We share pupil data with WG on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and LA's receive information regarding national curriculum assessment and Public Examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The School routinely shares pupil information with:

- Pupil destinations upon leaving the school
- The LA and Central South Consortium (CSC)
- Welsh Government (WG)
- Estyn
- The NHS
- Exam Authorities
- Parent Pay
- Evolve
- Seesaw

- Police and courts
- Social Services and support agencies
- researchers
- organisations connected with promoting the education or wellbeing of children
- other government departments and agencies
- organisations fighting or identifying crime

Parent Governor Elections

The school has decided to conduct the process of parent governor elections electronically for efficiency reasons. This process requires that we provide the Governor Support Unit (GSU) of the local authority with all our parental email addresses. If you do not wish your email address to be shared with the GSU you must notify us to that effect.

The GSU will only use your email address for the purpose of parent governor elections and will not share it with anyone else. Once the election process is concluded all information relating to parental email addresses will be deleted.

All parents who do not have an email address or do not wish their email address to be shared with the GSU will receive all communications relating to the parent governor election process via hard copy.

What are your rights?

Parents and Pupils have the following rights

- Right to be informed;
- Right of access;
- Right to rectification;
- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access (a Subject Access Request ('SAR')) to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your data, please visit the school website at <https://ybontfaen.school/> to view our Data Protection Policy.

Concerns or Complaints

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office.

Contact details

If you would like to discuss anything in this privacy notice, please contact:

Tim Cousins, Data Protection Officer, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU or email at DPO@valeofglamorgan.gov.uk or telephone on 01446 700111.

Contact details of the Information Commissioner's Office.

These are:

Information Commissioner's Office, 2nd floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Tel: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk