



## **DATGANIAD PREIFATRWYDD / PRIVACY NOTICE**

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

<b>School Name:</b>	Penygarn Community Primary School
<b>Contact Details:</b>	Headteacher: Miss Louisa Sellars
<b>Privacy Notice Name:</b>	Penygarn Community Primary School Privacy Notice

### **Data controller:**

**Headteacher:** Miss Louisa Sellars

**School:** Penygarn Community Primary School

### **1) Have we sourced your personal data, directly from you?**

We collect data from a variety of sources, these could include from:

- Learners
- Parents
- 3<sup>rd</sup> parties
- EAS
- Primary Feeder Schools
- Social Care
- Families First
- MAPI
- Torfaen County Borough Council
- School Health

### **2) What information does the school collect about you?**

- Personal identifiers and contacts (such as name, gender, Date of Birth, next of kin, unique pupil number, contact details, e-mail address and home address, school photograph, transport)
- Characteristics (such as ethnicity, religion, language, free school meal eligibility and immigration status)
- Safeguarding information (such as court orders, looked after children, young carers and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Performance in internal and national assessments and examinations
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- School History

### **3) The school may collect this information in a variety of ways:**

- Verbally, electronically, via paper systems, 3<sup>rd</sup> parties
- Pupils/families directly, (e.g. via registration forms at the start of the school year, school trip applications, etc)
- Social Services Directorate (if applicable)
- Torfaen County Borough Council Education Directorate
- This information has been shared with the school by a previous school attended by the pupil

### **The schools will store your data:**

- On paper and / or electronically.

#### 4) **Why does the school process your personal data?**

We process personal information about pupils and their families to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- keep children safe (food allergies, or emergency contact details);
- meet the statutory duties placed upon us for Welsh Government data collections and
- administer trips and activities, catering and free school meal management.

#### 5) **Special categories of personal data:**

Race, ethnic origin, religion, general data, sexual orientation, social care records

#### **The school can process this category of data because:**

For the processing of personal data to be lawful, an Article 6 condition from the general Data Protection Regulations 2016 is required.

Mandatory school processing of pupil information is covered by the Article 6 condition – processing is necessary for compliance with a legal obligation to which the controller is subject. The legal obligation is contained within the Education Act 1996 and associated Welsh Government regulations.

Optional processing of personal data is covered by the Article 6 condition – explicit consent. If this is the case, you have the right to withdraw consent. Please contact the school for further information.

Data Protection legislation provides extra protection for certain classes of information called 'special category' personal data, which includes:

- Physical or mental health or condition;
- Politics;
- Racial or ethnic origin;
- Religion or other beliefs of a similar nature;
- Sex life;
- Sexual orientation and
- Biometrics (where used for identification purposes).

#### 6) **Who has access to your data?**

- Internally with schools departments
- Torfaen Council Departments
- Educational establishments
- Education Achievement Service (EAS)
- Welsh Government
- Health Services
- Police Services
- Ambulance Services
- Social Care
- Families First
- NRS Cashless Catering - biometrics (where used for identification purposes only)
- Travel agents
- Evolve
- Mr Photo Man - School Photographer
- Transport providers
- Careers Wales
- Inspire
- Torfaen Youth Service

The school shares your data with third parties because – it is necessary to fulfil the obligations of the controller and data subject

Is the Data transferred out of the EEA? No

### **How does the school protect data?**

We have, and are developing further, internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

### **7) How long does the school keep your data?**

The school will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. We will keep your information in line with the school retention schedules.

- Pupil Records – until the pupil reaches the age of 25 years old
- NRS Cashless Catering – until the pupil's departure
- Class charts – until the pupil's departure
- My Concern - until the pupil reaches the age of 25 years old
- Evolve – 10 Years
- CCTV – 28 Days
- Social Care - until the pupil reaches the age of 25 years old
- Outside agencies (Families First etc) - until the pupil reaches the age of 25 years old
- National Reading & Numeracy test results – 3 years
- Welsh Government - until the pupil reaches the age of 25 years old
- Financial – 7 years

8) Are we making automated decisions/profiling with your data? No we are not

### **Your rights**

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the school to change incorrect or incomplete data
- under certain circumstances you can require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the school
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact the Headteacher.

**Signed:** Miss Louisa Sellars (Headteacher)      **Dated:** 25<sup>th</sup> May 2018