



Pontypridd High School

Privacy Notice

(Parents, Carers and Pupils)

May 2018

'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'

Privacy Notice

Date of policy:	May 2018
Adopted:	22 nd May 2018, Full Governing Body Meeting
To be reviewed:	Summer 2019
Member of staff responsible:	Headteacher
Committee Responsible:	Staffing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Special Category (such as ethnicity, health, language, nationality, country of birth, sexual orientation and free school meal eligibility)
- Biometric Information such as finger print recognition for school meals
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as the statutory national assessments in years 7, 8 and 9 and on-going teacher assessment)
- Relevant medical information given to us by parents / carers and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing-impaired professionals)
- Special Educational Needs and Disability information
- Behaviour and exclusions – both internal and external

Why we collect and use this information

We use the student data:

- to support their learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students

The categories of parent information that we collect, hold and share include:

- Personal information (such as name and address)

- Contact Details including telephone numbers, place of work and email addresses
- Contact details of relatives that may include names, addresses, telephone numbers and relationship with child
- Legal access to the child and any court orders indicating access rights
- Social Service involvement with families.
- Information relating to whether a parent / carer is a member of the armed forces.

Why we collect and use this information

We use the parent / carer data:

- To be able to contact you in relation to the student's educational provision, and also in the case of urgency.
- In order to engage services from other organisations, such as the Local Authority.

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Processing student, parental and carer information is necessary for the school to undertake its statutory responsibilities. This is called in the 'Public Interest' and is where the school is exercising official authority which is laid down by law.

Where the school does not have a statutory basis for collecting and processing the data; eg information for a school trip, the school will request your explicit consent to gather and process the information and you will always have the opportunity to opt out of this process. However, in these circumstances, opting out will often prevent the activity taking place.

Collecting pupil information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data in line with the guidance set out in the **Retention Schedule contained within the IRMS Toolkit for Schools**.

- The education record of all pupils will be processed and retained until the pupil leaves the school.
- For the purposes of inspection by ESTYN, some records are retained.
- On some occasions, the school has a legal responsibility to retain information for future access; eg. safeguarding and wellbeing.

Following the retention period expiry, information will be destroyed securely and permanently.

Who we share student information with

We share student information with:

- The Welsh Government *
- Supporting Local Authority *
- Other Local Authorities *
- The Central South Consortia *
- Schools that the pupils attend
- Safeguarding Boards
- Examination Boards where appropriate *
- Companies that undertake analysis of performance data
- Children and Family Wellbeing Services
- Hospital Trusts
- IT Services such as the Welsh HWB Learning platform (requires consent)
- School to Parent / Carer Communication Services
- Employment and career advice organisations
- Police or other law enforcement agencies
- Health and Safety Executive
- Private sector and voluntary organisations where they provide services for the school.

For Privacy Notice information relating to the identified * organisations, we refer you to their websites

Why we share pupil information

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

We share students' data with the Welsh Government and the Local Authority through the Central South Consortium on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Welsh Government under the Education Wales Act 2014 and associated regulations for testing, assessment and other statutory duties.

Vital Interest Information

In circumstances of the wellbeing and safeguarding of the child, it may be necessary to share information without your consent or knowledge.

Requesting access to your personal data

Under data protection legislation, parents / carers and students have the right to request access 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, please make your request in writing to the school, including your contact details and we will contact you.

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
- claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The General Data Protection Regulation (GDPR) gives you important rights:

1. The right to be informed

2. How you can access your information
3. Ensuring your information is accurate
4. Making sure your information is deleted in an appropriate timeframe
5. Ensuring that your information is only used for the purposes for which it was gathered
6. Ensuring that your information is transferred in an agreed and secure format when your child move educational establishment
7. In certain circumstances the right to object

Rights in relation to automated decision making and profiling

The school uses a wide range of data regarding students in order to provide support and guidance pertinent to their needs. This process is not solely automated and the parent will always have the opportunity to provide additional information; eg. during open evenings or IEP reviews

Contacts – Data Protection Officer

If you have any concerns or questions to this policy please contact the School Data Protection Officer, Nicki Pickens.

Approved by the Governing Body : 22nd May 2018

Review date : Summer Term, 2018

Signed : Bill Davies, Chair of
Governors

Signed : Huw Cripps,
Headteacher