**Ysgol Gynradd Ffaldau Primary School**

**Privacy Notice for Parents/Carers**

This privacy notice explains why we need pupil information and what we do with it.

A new law

There are rules on how to keep information safe and how it is shared. These rules are in **The Data Protection Act 1998**.

In 2018, there will be a new law called the **General Data Protection Regulation (GDPR)**.

It gives you more control over your information. It makes sure anyone collecting information

has to:

* Be honest about why they want it
* Be clear about what they will do with it

Your Information

Schools collect information about pupils and their parents/carers/families and share the information with the relevant local authority, Welsh Government and other statutory authorities.

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

* Personal information (such as name, date of birth, unique pupil number, unique learner number and address)
* Relationships (such as names of parents/carers and any other relatives or contacts that are provided to the school) and contact details
* Characteristics (such as ethnicity, first language, nationality, country of birth, religion and free school meal eligibility)
* The pupil’s level of fluency in the Welsh language and how this has been assessed/provided
* Medical conditions / information (such as allergies)
* Disability status
* School history
* Registration status and full-time or part-time status
* Information on additional learning needs
* Information on whether the pupil is in the care of the local authority
* Information on whether the pupil is receiving support from other agencies
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Educational attainment and assessments
* Any issues or problems arising at school and actions taken in response (such as behavioural issues, exclusions etc.)
* Counselling information/records
* Financial information (such as school meal balance)
* Pastoral care information such as accidents in school
* Information shared by parents/carers regarding factors influencing a pupil’s education or their wellbeing
* Images, which may include photographic images and CCTV images

**SOME ADDITIONAL INFORMATION ADDED**

Why we collect and use this information

We use the pupil information:

* To support pupil learning
* To monitor and report on pupil progress
* To provide appropriate pastoral care
* To assess the quality of our services
* To comply with the law

**NO ADDITIONAL INFORMATION**

The lawful basis on which we use this information

We collect and use pupil information under the **Education Act 1996 and associated regulations.**

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.**

Storing pupil data

* The educational record of all pupils will be processed and retained until the pupil leaves the school.
* For the purpose of inspection by ESTYN, some records may be retained.
* On some occasions, the school has a responsibility to retain information for future access eg. safeguarding and wellbeing.

Who we share pupil information with

* Other schools/settings that pupils attend (before and during pupil transfer)
* Welsh Government and agencies acting on its behalf
* Bridgend County Borough Council
* The Central South Consortium (this is the regional education consortium)
* Estyn
* Health providers such as the NHS for vaccinations, the school nursing service and other statutory agencies such as dentistry Design to Smile.
* Capita SIMS
* MyConcern by Oneteamlogic for recording safeguarding information
* Companies that undertake analysis of performance data ( eg. Classroom Monitor)
* Police
* Social Services
* Private sector and voluntary organisations where they provide services for the school
* Educational Psychology Department
* Children & Adolescent Mental Health Services (CAMHS)
* Nationwide (school catering)
* Offsite learning providers
* Residential trip organisers (and insurers)
* Evolve educational visits management system
* Colorfoto (school photographers)
* Peripatetic agencies (Bridgend Music Services)
* School to parents communication services ( eg.Teacher 2 Parent)

Why we share pupil information

* We do not share information/data about our pupils with anyone without consent unless the law and our policies allow us to do so.
* In circumstances of wellbeing and safeguarding, it may be necessary to share information without your consent or knowledge.
* We are required to share information about our pupils with Bridgend County Borough Council and Welsh Government.
* We share pupil information with Welsh Government and agencies acting on its behalf on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Your rights

Requesting access to your personal data

Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child’s educational record, please contact the Headteacher.

You have the right to:

* Be informed
* See any personal information we have about you
* Ask us to change any information that you think is wrong
* Ask us to not share your information, but this will not apply when we need to get support for the pupil or keep the pupil safe
* Ask us to remove information from our systems.
* Ensure information is only used for the purpose it is gathered

Pupils (subject to certain limitations) and parents/carers 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
* Claim compensation for damages caused by a breach of the Data Protection regulations

**You can complain if you think we are not respecting your rights.**

You can seek help from the Information Commissioner’s Office (ICO). The contact details are:

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: **01625 545 745** or **0303 123 1113**

[**www.ico.gov.uk**](http://www.ico.gov.uk)

Contact

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

Patricia Schofield