

# PRIVACY NOTICE - HOW WE USE PUPIL INFORMATION



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## **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)
- Images, which may include photographic images and CCTV images

**[Setting to add any additional categories of information that it holds that are not in the list]**

## 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

**[Setting to add any other reasons for which it collects and uses pupil 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

We hold pupil information until the pupil reaches his/her 25<sup>th</sup> birthday.

## Who we share pupil information with

We routinely share pupil information with:

- other schools/settings that pupils attend
- Bridgend County Borough Council
- Welsh Government and agencies acting on its behalf
- The Central South Consortium (this is the regional education consortium)
- Health providers and other statutory agencies
- Careers Wales

**[Setting needs to amend and extend this list to include all other parties with whom it may share pupil information.]**

## 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.

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:

- 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.

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: