

**SCHOOL PRIVACY NOTICE**  
**MAY 2019**



# YSGOL MAES-Y-LLAN, RUABON

## Privacy Notice

### How and why we use your information

The Education Act 1996 places a duty on this school to provide an education service to our pupils.

We will only process personal data where we have a lawful basis to do so under data protection law - the grounds we rely on are:

- the need to comply with a legal obligation;
- the requirement to fulfil a contractual obligation;
- the need to process data to perform a public task;
- the requirement to protect the vital interests of an individual; or
- if there is a legitimate interest to process the data.

For further activities (such as fundraising), processing data will be carried out with your consent, which you have the right to remove at any time.

### Information Collected:

- Personal information (such as name, unique pupil number and address);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as grades, forecasts and test results);
- Medical information (such as: allergies, medication);
- Additional Learning Needs;
- Behaviour information (positive and negative behaviour, and exclusion information);
- CCTV.

### Why we collect and use this information

We use the pupil data:

- 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 regarding data sharing;

The categories of Parent/Guardian information that we collect, hold and share include:

- personal information (such as name, address);
- relationship to pupil.

We use the Parent/Guardian data:

- to contact you;
- To share information with you.

### **We routinely share pupil information with:**

- Education training and examining bodies;
- School staff and governing body
- Schools that the pupils attend after leaving us;
- Our Local Authority;
- School Effectiveness and Improvement Service for North Wales Welsh Government (WG);
- Healthcare professionals including NHS (only the data required so that it can organise immunisation programmes- this data includes the pupil's name, address and date of birth; and also details about their parent(s));
- Social services and Welfare Bodies
- Police Forces;
- Courts

We will ensure that all third parties provide sufficient guarantees that they will protect personal data in line with the requirements of data protection legislation.

### **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 pupils' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about how the Welsh Government uses pupil data go to:

<https://gov.wales/data-management-information-privacy-notice>

We are required to share information about our pupils with our Local Authority (LA) and the Welsh Government.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Welsh Government (for example; via the school census) go to:

<https://gov.wales/data-collection-and-information-management-for-schools>

For more information about services for young people, please visit our local authority website: [www.wrexham.gov.uk](http://www.wrexham.gov.uk)

## **The National Pupil Database (NPD)**

The NPD for Wales is owned and managed by the Welsh Government and contains information about pupils in schools in Wales. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Welsh Government. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the Welsh Government as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD for Wales. To find out more about education statistics for Wales, go to <https://gov.wales/statistics-and-research/> and choose the 'Education and Skills' section.

### **We only use what we need!**

Where we can, we'll only collect and use your personal information so that we can deliver education services or meet a requirement.

If we don't need your personal information, we'll either keep it anonymous if we already have it for something else or we won't ask for it. For example, in a survey we may not need your contact details, we'll only collect your survey responses.

If we use your personal information for research and analysis, we'll always keep you anonymous or use a different name unless you've agreed that your personal information can be used for that research.

We don't sell your personal information to anyone else.

### **What you can do with your information**

The law gives you a number of rights to control what personal information is used by us, and also how it is used by us.

### **You can ask for access to the information we hold on you**

We would normally expect to share what we record about you with you.

In line with current Data Protection legislation, you also have the right to ask for all the information we have about you and the services you receive from us. When we receive a request from you, we must give you access to everything we've recorded about you.

However, we can't let you see any parts of your record which contain:

- confidential information about other people; or
- information a professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or

- if we think that giving you the information may stop us from preventing or detecting a crime.

This applies to personal information that is in both paper and electronic records. If you ask us, we'll also let others see your record (except if one of the points above applies).

If you can't ask for your records in writing, we'll make sure there are other ways that you can. If you have any queries about access to your information please contact: Mr Phil Hamilton, Headteacher on 01978 820991.

Parents also have the rights to access their child's education records, including any Special Educational Needs information, under the latest Education law legislation.

## **You can ask to change information you think is inaccurate**

You should let us know if you disagree with something written on your record.

We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

## **You can ask to delete information (right to be forgotten)**

In some circumstances you can ask for your personal information to be deleted, for example where:

- your personal information is no longer needed for the reason why it was collected in the first place;
- you have removed your consent for us to use your information (where there is no other legal reason for us to use it);
- there is no legal reason for the use of your information;
- deleting the information is a legal requirement.

Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- we're required to have it by law;
- it is used for freedom of expression;
- it is used for public health purposes;
- it is for, scientific or historical research, or statistical purposes where it would make information unusable;
- it is necessary for legal claims.

## **You can ask to limit what we use your personal data for**

You have the right to ask us to restrict what we use your personal information for where:

- you have identified inaccurate information, and have told us of it;
- where we have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether.

When information is restricted it can't be used other than to securely store the data and with your consent to handle legal claims and protect others, or where it's for important public interests of the UK.

Where restriction of use has been granted, we'll inform you before we carry on using your personal information.

Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law.

## **You can ask to have your information moved to another provider (data portability)**

You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format. This is called data portability.

However, this only applies if we're using your personal information with consent (not if we're required to by law) and if decisions were made by a computer and not a human being.

It's likely that data portability won't apply to any of the services you receive from the School.

## **You can ask to have any computer made decisions explained to you, and details of how we may have 'risk profiled' you.**

You have the right to question decisions made about you by a computer, unless it's required for any contract you have entered into, required by law, or you've consented to it.

You also have the right to object if you are being 'profiled'. Profiling is where decisions are made about you based on certain things in your personal information, e.g. your health conditions.

If and when WCBC uses your personal information to profile you, in order to deliver the most appropriate service to you, you will be informed.

If you have concerns regarding automated decision making, or profiling, please contact the School Data Protection lead who'll be able to advise you about how we are using your information.

***If you have any of these you do have to specify what they are***

## **How do we protect your information?**

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Encryption: meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted'.

- Pseudonymisation: meaning that we'll use a different name so we can hide parts of your personal information from view. This means that someone outside of the Council could work on your information for us without ever knowing it was yours.
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

## **Where in the world is your information?**

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system outside of the EU.

We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

We'll take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU Governments.

If we need to send your information to an 'unsafe' location, we'll always seek advice from the Information Commissioner first.

## **How long do we keep your personal information?**

There's often a legal reason for keeping your personal information for a set period of time, we try to include all of these in our retention schedule.

For each service the schedule lists how long your information may be kept for. This ranges from months for some records to decades for more sensitive records.

See the School Records Retention Scheme at this link:

<http://www.internal.wrexham.gov.uk/wordpress/sam/test-schools-intranet/leadership-management/schools-intranet-policies-key-documents/schools-intranet-guidance-material>

## **Where can I get advice?**

If you would like to discuss anything in this privacy notice, please contact:  
The School Data Protection Lead: Mr Phil Hamilton, Headteacher on 01978 820991.

### **Data Protection Officer**

The school have appointed a Data Protection Officer through the Local Authority. The DPO can be contacted on [SchoolsDPO@Wrexham.gov.uk](mailto:SchoolsDPO@Wrexham.gov.uk).

## **Information Commissioner's Office**

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](https://ico.org.uk) ([external link](#)) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).