

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for Additional Learning Needs

How and Why We Use Personal Information for Additional Learning Needs (ALN)

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Additional Learning Needs purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as results of Welsh national test, statutory assessments and on-going teacher assessment)
- Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impaired professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as SEN Code of Practice)
- Behaviour and exclusions – both internal and external
- Legal access to the child and any court orders indicating access rights
- Social Service involvement with families.

Why we collect and use this information

We use the pupil data:

- to inform the statutory assessment process

- to better understand their needs and provide recommendations regarding support, strategies, provision, education placement etc
- to access specialist advice and guidance various outside bodies such as the Local Authority (e.g. the Learner Support Service and Educational Psychologist Service.)
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

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.

Why we collect and use this information

We use the parent data:

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

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.

In the case of Additional Learning Needs we will get our data from:

- Parents/carers
- Social workers
- Outside agencies e.g. Local Authority services such as Access & Inclusion
- Local Health Boards
- Police liaison officers (e.g. highlighting behaviour issues)

Who we share pupil information with

We share pupil 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)
- 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

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the above organisations, we refer you to their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Additional Learning Needs are:

- **Public Task** - Processing pupil, 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.
- **Consent** - Where the school does not have a statutory basis for collecting and processing the data, e.g. where the pupil is aged under 2 years old, 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 by contacting us. However, in these circumstances, opting out will often prevent the activity taking place.

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Assessment

How and Why We Use Personal Information for School Assessment

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Assessment purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name, unique pupil number and address)
- Special Category (such as ethnicity and health)
- Assessment information
- Additional Learning Needs and Disability information (such as Special Needs)

Why we collect and use this information

We use the pupil data:

- to target, track and monitor pupil progress and put interventions in place where necessary
- to plan and target support and resources for pupils
- to inform teaching and learning
- to access specialist advice and guidance from various services such as the Local Authority (e.g. the Learner Support Service and Educational Psychologist Service.)

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

- Personal information (such as name and address)
- Contact details (including telephone numbers, place of work and email addresses)

Why we collect and use this information

We use the parent data:

- To keep them informed of their child's attainment and progress

Collecting pupil information – who we get our data from

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

In the case of School Assessment we will get the data from:

- School staff

Who we share pupil information with

We may share pupil information with:

- Parents/carers
- RCT Local Authority for referrals (e.g. Learner Support Services, Educational Psychologist Service, Children's Services and Occupational Health)
- RCT Local Authority for reporting purposes
- Safeguarding Boards
- Children and Family Wellbeing Services

The School will use a Management Information System, which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for School Assessment are:

- **Legal Obligation** – To comply with our legal obligations under The Education Act 2002, The Education (Pupil Registration) (Wales) Regulations 2010
- **Public Task** - processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law - Welsh Government guidance: 'Collecting and Recording Data on Pupils' Ethnic Background'

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Attendance

How and Why We Use Personal Information for School Attendance

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Attendance purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name, unique pupil number and address)
- Special Category (such as health, ethnicity, religion, and sexual orientation)
- Attendance information (such as sessions attended, number of absences and absence reasons)

Why we collect and use this information

We use the pupil data:

- To record whether pupils are present or absent
- To ensure the safeguarding of pupils
- To inform the process of accessing specialist advice and guidance from various services such as the Local Authority (Attendance and Wellbeing Service, Access & Inclusion, Child and Family Services)
- To complete statutory returns regarding school attendance

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

- Personal information (such as name and address)
- Contact Details (including telephone numbers, place of work and email addresses)

Why we collect and use this information

We use the parent data:

- To be able to contact you in relation to the pupil's attendance in the case of urgency.
- To inform them of their child's attendance.

Collecting pupil information – who we get our data from

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

In the case of School Attendance we will get our data from:

- The pupil
- Parents/carers.
- Local Authority services such the Attendance and Wellbeing Service and Childrens Services.

Who we share pupil information with

We may share pupil information with:

- Parents/carers
- RCT Local Authority (e.g. Attendance and Wellbeing Service, Access & Inclusion Services)
- Safeguarding Boards
- Children and Family Wellbeing Services

The School will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for School Attendance are:

- **Legal Obligation** – To comply with our legal obligations under the Education Act 2002 Section 444, Education (Pupil Registration) (Wales) Regulations 2010, All Wales Attendance Framework(Welsh Government)

- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Attendance

How and Why We Use Personal Information for School Attendance

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Attendance purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name, unique pupil number and address)
- Special Category (such as health, ethnicity, religion, and sexual orientation)
- Attendance information (such as sessions attended, number of absences and absence reasons)

Why we collect and use this information

We use the pupil data:

- To record whether pupils are present or absent
- To ensure the safeguarding of pupils
- To inform the process of accessing specialist advice and guidance from various services such as the Local Authority (Attendance and Wellbeing Service, Access & Inclusion, Child and Family Services)
- To complete statutory returns regarding school attendance

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

- Personal information (such as name and address)
- Contact Details (including telephone numbers, place of work and email addresses)

Why we collect and use this information

We use the parent data:

- To be able to contact you in relation to the pupil's attendance in the case of urgency.
- To inform them of their child's attendance.

Collecting pupil information – who we get our data from

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

In the case of School Attendance we will get our data from:

- The pupil
- Parents/carers.
- Local Authority services such the Attendance and Wellbeing Service and Childrens Services.

Who we share pupil information with

We may share pupil information with:

- Parents/carers
- RCT Local Authority (e.g. Attendance and Wellbeing Service, Access & Inclusion Services)
- Safeguarding Boards
- Children and Family Wellbeing Services

The School will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for School Attendance are:

- **Legal Obligation** – To comply with our legal obligations under the Education Act 2002 Section 444, Education (Pupil Registration) (Wales) Regulations 2010, All Wales Attendance Framework(Welsh Government)

- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

Penygawsi Primary School



Privacy Notice for School CCTV

How and Why We Use Personal Information for School CCTV

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School CCTV purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

The categories of pupil, parent, staff and 3rd party information that we collect, hold and share can include (as imagery):

- Personal information (by identification)
- Health
- Race
- Other special category data dependant on the images captured (e.g. religion, sexual orientation)

Why we collect and use this information

We use this data:

- To process data for the prevention, investigation and detection of crime
- Safeguarding purposes
- To assist with health and safety issues and insurance claims

Collecting information – who we get our data from

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis with your consent. In order to comply with the General Data Protection

Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this when the data is collected.

In the case of School CCTV we will get our data from the imagery captured by the CCTV device.

Who we share pupil information with

We share pupil information with:

- Police
- Solicitors and the Courts
- Insurance companies
- Independent 3rd parties (e.g. Local Authority Information Management etc)

The school uses a 3rd party to maintain the CCTV system, namely, Laser Fire and Security, a preferred RCT provider

For Privacy Notice information relating to the organisation above please visit the data protection pages of their website at

<https://lasersecurity.co.uk/privacy-policy/>

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful basis for processing personal information for School CCTV is:

- **Legitimate interests** - processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject. In this case, relying on legitimate interest as a lawful basis for processing results in extra responsibility for ensuring peoples' rights and freedoms are fully considered and protected.

Storage and disposal of personal data

We will not keep your personal information any longer than is necessary and we will only keep CCTV footage for as long as we need it.

The time we keep your information depends on the purpose for which it is being processed e.g. in the case of an incident captured on CCTV, we may be required to retain information pending review, appropriate action.

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

The CCTV recordings are stored on the onsite recorder only. When the hard drive is full it will automatically overwrite the earliest recordings. Recording time will depend on the times set for record, or motion record on the system.

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Finance

How and Why We Use Personal Information for School Finance

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Finance purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name and address)

Why we collect and use this information

We use the pupil data to inform the supplier for the school uniform process, if a 3rd party is used.

The categories of parent and 3rd party information that we collect, hold and share can include:

- Personal information (such as name, address and contact details)
- Financial details

Why we collect and use this information

We use the parent data:

- for school uniform purposes
- for payment of examination fees
- for payment of extra curricular activities

We use 3rd party data:

- for suppliers/agencies to perform their functions e.g. provide school uniform, goods and services, exam entries

Collecting information – who we get our data from

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

In the case of School Finance, we will get our data from:

- Parents/carers
- 3rd party suppliers/agencies
- Local authority services such as the Finance department
- Welsh Government (school uniform grants)

Who we share information with

We share information with:

- RCT Local Authority Finance
- 3rd party suppliers of goods and services

The school will use a Management Information System, which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Additional Learning Needs are:

- **Public Task** – Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law – RCT financial procedure rules and the scheme for financing schools
- **Contract** – to fulfil the contractual obligations of the 3rd party supplier

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Governance

How and Why We Use Personal Information for School Governance

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Governance purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

The categories of pupil information that we collect, hold and share can 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as results of Welsh national test, statutory assessments and on-going teacher assessment)
- Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impaired professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as Special Needs)
- Behaviour and exclusions

Why we collect and use this information

We use the pupil data, when it is necessary, to help with a school based complaint or disciplinary that has been made against the school.

The categories of parent, Governor, staff and 3rd party information that we collect, hold and share can include:

- Personal information (such as name and address)
- Contact Details (including telephone numbers and email addresses)
- Education and training
- Employment details
- Financial details

Why we collect and use this information

We use the parent data:

- to help with a school based complaint or disciplinary that has been made against the school.
- to help with the Parent Governor appointment process

We use Governor, staff and 3rd party data:

- to help with the process of setting, processing, reconciling and monitoring of school budgets
- for School Governor appointments and maintain a Governor list
- to help with a school based complaint or disciplinary that has been made against the school
- to produce various School Governor reports for staffing, finance and end of term updates

Collecting information – who we get our data from

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

In the case of School Governance, we will get our data from:

- Parents/carers
- School Governors
- Local Authority services such as Governor Support and Human Resources
- Independent School Governance providers
- Any relevant parties involved in a school based complaint

Who we share information with

We share information with:

- Parents/carers
- RCT Local Authority Governor Support
- Independent School Governance providers
- School Governors (dependent on membership of relevant governance committees)

The school will use a Management Information System, which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for School Governance are:

- **Legal Obligation** – To comply with our legal obligations under The Government of Maintained Schools (Wales) Regulations 2005, The Government of Maintained Schools (Change of Category) (Wales) Regulations 2015, Education Act 2002 (setting the school budget), Schools Standards and Framework Act 1998
- **Public Task** – Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Health and Safety

How and Why We Use Personal Information for School Health and Safety

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Health & Safety purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name, date of birth and address)
- Employment details (such as staff attendance records, health and safety records, training records and security records)
- Attendance information (visitors signing in/out)
- Accident/incident information
- School trip and off-site visit information

Why we collect and use this information

- Records are retained and information processed to demonstrate compliance with Health & Safety requirements regarding the reporting of accidents, injuries, diseases and dangerous occurrences.
- To ensure the safety of staff, pupils and visitors, while on site

Collecting pupil information – who we get our data from

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

In the case of School Health and Safety we will get our data from

- You as parents/carers
- Pupils
- Staff
- Visitors
- Local Authority services such as Corporate Estates and Insurance
- Members of the public (for example as a witness to an accident/incident)

Who we share pupil information with

We share pupil information with:

- School trip organisers / companies
- Leisure Centre staff (eg for swimming lessons)
- Health and Safety Executive (HSE)
- Emergency Services
- Local Authority services such as Corporate Estates and Insurance

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for School Health and Safety are:

- **Legal Obligation** – The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, Social Security (Claims & Payments) Regulations 1979.
- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law
- In line with Health and Safety Executive guidance for schools

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for the School's Private Fund

How and Why We Use Personal Information for the School's Private Fund

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for administering the School's Private Fund. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name and address)
- Financial (such as amounts owed/paid)

Why we collect and use this information

We use the pupil data to for the purpose of maintaining accurate and up to date pupil related payment records for processes such as school trips and concert fees etc.

The categories of parent and 3rd party information that we collect, hold and share can include:

- Personal information (such as name, address and contact details)
- Financial details (such as amounts owed/paid)

Why we collect and use this information

We use the parent and 3rd party data:

- for payment purposes (such as school trips and concert fees)
- for 3rd party donations
-

Collecting information – who we get our data from

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

In the case of the school's private fund we will get our data from:

- Parents/carers
- 3rd party donors
- Local Authority services such as the Finance Department

Who we share information with

We share information with:

- 2 x independent Auditors who have been appointed to audit the school private fund.

The school will use a Management Information System which may involve the use of a 3rd party processor.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful basis for processing personal information for the school's private fund is:

- **Public Task** – Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law – School Private Fund Regulations

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The (GDPR) gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

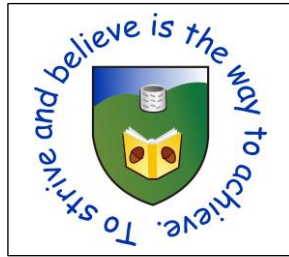
Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for the Pupil Data Record

How and Why We Use Personal Information for the Pupil Data Record

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for the Pupil Data Record. This information should be read in conjunction with our School's general Privacy Notice.

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

The categories of pupil information that we collect, hold and share can 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as results of Welsh national test, statutory assessments and on-going teacher and Local Authority assessment)
- Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impaired professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as Special Needs)
- Behaviour and exclusions – both internal and external
- Child Looked After Status and information
- Unique identifier numbers generated during the academic life of a person by 3rd party Management Information Systems either automatically or by informing the 3rd party of the relevant information such as name, date of birth and address e.g. Unique Pupil Number

(UPN), Unique Learner Number (ULN), Unique Candidate Identifier (UCI), Unique Pupil Identifier (UPI)

Why we collect and use this information

- Schools have a legal requirement to create and maintain a pupil record and ensure its secure transfer.
- To ensure that a full, accurate and consistent record of a pupil's education is recorded and transferred where appropriate.
- To process data for the prevention, investigation and detection of crime

Please note – this Privacy Notice refers to all or part of the pupil's data record being created, maintained or transferred for the purposes of initial admission or movement between educational establishments. As the pupil data record is comprehensive, specific data items will be processed for other purposes such as assessment, safeguarding or additional learning needs. For data protection information on these and other processes, please refer to the relevant individual Privacy Notice on our website.

The categories of parent information that we collect, hold and share can 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.

Why we collect and use this information

We use the parent data:

- To be able to contact you in relation to the pupil's educational provision, and also in the case of urgency or safeguarding.

Collecting pupil information – who we get our data from

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

In the case of the Pupil Data Record we will get our data from

- You as parents/carers
- Local Authority services such as the Admissions Service
- Other educational establishments

Who we share pupil information with

We share pupil information with:

- Other educational establishments
- The Police

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for the Pupil Data Record are:

- **Legal Obligation** – To comply with our legal obligations under The Education Act 1996, The Education Act 2002, Schools Standards and Framework Act 1998 Section 84
- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law - School Admissions Code July 2013

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIAMRY SCHOOL



Privacy Notice for Safeguarding

How and Why We Use Personal Information for Safeguarding purposes

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Safeguarding purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name, date of birth and address)
- Special Category (such as ethnicity, health, language, nationality, country of birth, sexual orientation)
- Details on previous involvement by departments in the Local Authority (e.g. Children's Services, Youth Offending Service etc)
- Information on the reasons for concern that has caused the Safeguarding referral – this can contain any appropriate information that the professional making the referral thinks is relevant

Why we collect and use this information

We use the pupil data:

- To ensure the safeguarding of school pupils by referring to outside agencies such as the Local Authority, the Multi Agency Safeguarding Hub (MASH) or the police for children/young people who may be at risk of abuse, neglect or other kinds of harm.

The categories of information of the parent/carer, other family members and person(s) causing concern that we collect, hold and share can include:

- Personal information (such as name, address and date of birth)
- Contact details including telephone numbers and email addresses
- Relationship with child/young person
- Legal access to the child and any court orders indicating access rights
- Social Service involvement with families.

Why we collect and use this information

We use the parent data:

- To be able to contact you in relation to the pupil's safeguarding in the case of urgency.
- In order to engage services from other organisations, such as the Multi Agency Safeguarding Hub (MASH), the Local Authority and Local Health Boards.

Collecting pupil information – who we get our data from

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

In the case of Safeguarding we will get our data from:

- Parents/carers
- Any relevant person who has the safeguarding concerns

Who we share pupil information with

We share pupil information with:

- The Cwm Taf Multi-Agency Safeguarding Hub (MASH) - this is the single point of contact for all professionals to report safeguarding concerns, across Cwm Taf. The Cwm Taf MASH comprises of staff from the Social Services, Education, Police, Health, National Probation Service and the Community Rehabilitation Company
- Emergency Services
- Any relevant person who has the safeguarding concerns
- Parents/carers (in some cases, parents are informed that a referral has been made or where a lower level MASH referral is appropriate, but there is no safeguarding concern, consent from parents/carers is obtained)
- RCT Local Authority directly (e.g. Adult or Children's Services)

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Safeguarding are:

- **Legal Obligation** – to comply with our legal obligations under Social Services & Wellbeing (Wales) Act 2014
- **Consent** - where a MASH referral is appropriate, but there is no safeguarding concern, consent from parents/guardians is obtained. 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 by contacting us.

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

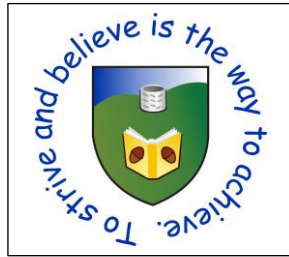
Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Meals

How and Why We Use Personal Information for School Meals

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Meals. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name and address)
- Family, lifestyle and social (such as Free School Meals status)
- Health and religion information for special dietary requirements
- Biometrics where fingerprint technology is used for payment

Why we collect and use this information

We use the pupil data to for the purpose of maintaining accurate and up to date school meal records including free school meals, payments and special dietary requirements etc

The categories of parent, staff and 3rd party information that we collect, hold and share can include:

- Personal information (such as name, address and contact details)
- Financial details (such as amounts owed)

Why we collect and use this information

We use the parent, staff and 3rd party data:

- for school meal payment purposes

- for special dietary purposes
- Financial details (such as amounts owed)

Collecting information – who we get our data from

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

In the case of school meals we will get our data from:

- Parents/carers
- 3rd party suppliers (such as Catering Direct)
- Local Authority services such as the Finance department

Who we share information with

We share information with:

- RCT Local Authority Finance
- 3rd Party suppliers of goods and services (such as Catering Direct)

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for school meals are:

- **Public Task** –processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law– RCT financial procedures and Healthy Eating in Mainstream Schools 2014
- **Contract** – to fulfil the contractual obligations of the 3rd party supplier

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for the Secure Disposal of Personal Information

Why we share personal information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for the Secure Disposal of personal information. This information should be read in conjunction with our School's general Privacy Notice.

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

The categories of information that we collect, hold and share (and therefore have to dispose of) can 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as results of Welsh national test, statutory assessments and on-going teacher and Local Authority assessment)
- Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impaired professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as Special Needs)
- Behaviour and exclusions – both internal and external
- Child Looked After Status and information
- Staff records
- Financial records
- Health and Safety information

Please note – this is not a full list as the process of disposal can apply to any personal information held in the school – please refer to Specific Process Privacy Notices on our website for further detail on that personal information (such as who we collect it from and who we share it with). This personal data can be in the form of paper and electronic records.

Why we have to securely dispose of personal information

- The GDPR says that we should not keep personal data for longer than is necessary for the purposes for which it was processed
- Ensuring the appropriate disposal of personal data when we no longer need it will reduce the risk that it becomes irrelevant, excessive, inaccurate or out of date.

Who we share information with

We may share information with:

- RCT Local Authority Business Support Unit
- 3rd party secure disposal contractors e.g. Data Shred

To arrange the secure disposal of personal data.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful basis for processing personal information for Secure Disposal is:

- **Legal Obligation** – To comply with our legal obligations under Article 5 of the GDPR

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for Statutory Returns

How We Use Pupil Information for Statutory Returns

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Statutory Returns purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

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)
- Attendance information (such as pupils on roll, sessions attended, number of absences and absence reasons)
- Assessment information (such as end of year levels, statutory assessments and on-going teacher assessment)
- Additional Learning Needs and Disability information (such as Special Needs)
- Behaviour and exclusions

Why we collect and use this information

We use the pupil data:

- to send statutory pupil level reports to RCT Local Authority and work with them to improve the education and wellbeing of pupils. These reports include Pupil Count, Pupil Level Annual School Census (PLASC), National Data Collection and Welsh National Tests
- to plan and target support and resources for pupils
- to inform teaching and learning

- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

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 (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with

We share pupil information with:

- RCT Local Authority

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisation above, please visit the data protection pages of their website.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful basis for processing personal information for the Pupil Data Record is:

- **Public Interest** - processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law – The School Standards and Framework Act 1998.

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023

PENYGAWSI PRIMARY SCHOOL



Privacy Notice for School Trips and Off-site visits

How and Why We Use Personal Information for School Trips and Off-site visits

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Trips and Off-site visits. This information should be read in conjunction with our School's general Privacy Notice.

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

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

- Personal information (such as name, date of birth and address)
- Special Category (such as health and religion)
- Additional Learning Needs and Disability information (such as Special Needs)
- Financial information relating to the payments for the trip/visit
- Relevant information of the pupil on the trip/visit e.g. behaviour/incidences

Why we collect and use this information

- To ensure the safe running of all school trips and off site visits which include swimming lessons, extra curricular activities, overnight stays and overseas trips.
- To comply with all risk assessment processes and the Health and Safety Executive (HSE) regulations.
- To comply with audit regulations regarding fees and payments

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

- Personal information (such as name and address)
- Contact details (including telephone numbers, place of work and email addresses)
- Financial information relating to the payments for the trip/visit

Why we collect and use this information

We use the parent data:

- To be able to contact you in relation to the pupil's visit/trip and also in the case of urgency or safeguarding.
- To comply with audit regulations regarding fees and payments.

Collecting pupil information – who we get our data from

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

In the case of School Trips and Off-site visits we will get our data from:

- Parents/carers.
- School staff
- Volunteers on the trip
- 3rd parties such as swimming instructors, trip venue staff etc.

Who we share pupil information with

We share pupil information with:

- Central South Consortium
- Travel companies
- The Urdd
- Leisure centres
- Trip/visit venue staff

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for the Pupil Data Record are:

- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law – Education Act 1996, Health and Safety at Work Act 1974
- **Contract** – with travel companies

Storage and disposal of personal data

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

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

Requesting access to your personal data and your rights

The General Data Protection Regulation (GDPR) gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general data protection privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body

Date: December 2019

Presented in full governors Spring Term 2020.

Next review due by: Spring term 2023