

BRYN COCH SCHOOL



Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals who attend our school.

We, Bryn Coch School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Lynne Williams- Headteacher.

We process data relating to those who attend our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Baseline, End of Foundation Phase and Key Stage 2 and any relevant results including national test results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Free school meal data

Why we collect and use pupil information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

We gain your consent to process personal data for a specific purpose.

The processing is necessary for the school to comply with the law

The processing is necessary to protect someone's life.

The processing is necessary for school to perform a task which has a clear basis in law.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE and WG data collections

Collecting pupil information

We collect pupil information via registration forms at the start of the school year, letters to parents and the Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, 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 data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our school website. www.ysgolbryncoch.com

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health departments including school nurse
- Social Services

Why we regularly 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.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (Wales) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

Who does Welsh Government share your information with?

Information held by the Welsh Government about children and young people, their parents, or legal guardians, may be shared upon request and where the law allows, with organisations linked to education and training and specified in Regulations made under section 537A of the Education Act. The Welsh Government will only share or link data where there is a legal requirement to do so. Persons or Organisations Welsh Government share your personal information with:

- The local authority that maintains the school at which a pupil is or was registered
- The Office of Her Majesty's Chief Inspector of Education and Training in Wales (Estyn)
- Careers Wales
- Qualifications Wales
- Any body recognised by Qualifications Wales as a body awarding qualifications in Wales
- The Office for National Statistics
- The Education and Skills Funding Agency
- The Office of Qualifications and Examinations Regulation (Ofqual)
- Any body recognised by Ofqual in respect of the award or authentication of a specified qualification or description of qualification
- Any persons conducting research into the educational achievements of pupils and who require individual pupil information for that purpose
- Information collators which, for the purposes of or in connection with the functions of the Welsh Ministers relating to education, is responsible for collating or checking information relating to pupils

Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed. Any analysis produced must follow Welsh Government disclosure rules to ensure that individual pupils cannot be identified.

For research purposes wider than education, Welsh Government will use techniques that ensure the data are anonymised before any research takes place. Sharing of anonymised data is outside of the GDPR.

To find out more, information can be found on our website at: www.gov.wales/School Data

Requesting access to your personal data

Under data protection legislation, parents and pupils 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, contact Mrs L Williams Headteacher.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs L Williams Headteacher at the school.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in Summer term 2018.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs L Williams Headteacher.