



Llantwit  
Major  
School

Ysgol  
Llanilltud  
Fawr

## Privacy Notice Parents & Pupils

Member of staff responsible:	D L Davies (assistant head teacher)
Formally Approved by Full Governing Body	Llantwit School
Date	20 <sup>th</sup> December 2023

## Privacy Notice (How we use pupil information)

### Who processes your information?

Llantwit Major School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Mr D L Davies is the data protection officer for Llantwit Major School. The role is to oversee and monitor the school's data protection procedures, and ensure that they are GDPR compliant. The data protection officer can be contacted on 01446 793301 .

### Why do we collect and use your information?

Pupil data is essential for the school's 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. We collect and use pupil information under section 6(1)(e) of the GDPR which states 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.'

The School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Welsh Government (WG). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students (e.g allergy or child protection information)
- As part of our admissions process and to meet the statutory duties placed on us by WAG
- To support pupils to decide what they do after they leave school
- To access our school meals, payments and school communication systems
- To market and publicise the school (this includes images/ photographs).

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

**The categories of pupil information that we process include:**

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and addresses for parents/carers)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- additional learning needs (including the needs)
- 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 national literacy and numeracy assessment results/ end of Key Stage Assessments)
- behavioural information (such as exclusions and any relevant alternative provision put in place.)

### **How do we collect pupil information?**

We collect pupil information via paper and electronic registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school. We can also collect updates to pupil records periodically throughout the school year to ensure effective communication with parents/ carers.

### **How long is your information stored?**

The School will keep information about you on computer systems and also in paper form. Personal data relating to students and their families is stored in line with the school's Data protection Policy. 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 the school website and look at the guidance document on Retention and disposal under School Information. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The Welsh Government receives information on students normally as part of what is called the Pupil Level Annual Schools Census (PLASC). Welsh Government uses this personal information for research which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics) .

We share pupil data with WG on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and Local Authorities receive information regarding national curriculum assessment and public examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

The school will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupil information with:

- Pupil destinations upon leaving the school
- The LA and Central South Consortium (CSC)
- Welsh Government (WG)
- Estyn
- The NHS
- Exam Authorities
- Police and courts
- Social Services and support agencies including Youth support services
- researchers
- organisations connected with promoting the education or wellbeing of children
- other government departments and agencies
- organisations fighting or identifying crime

## **What are your rights?**

Parents/carers and pupils have the following rights:

- Right to be informed;
- Right of access;
- Right to rectification;
- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You 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; and a right to seek redress, either through the ICO, or through the courts

## Requesting access to your personal data

Under GDPR, 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 as a paper document, or be given access to your child's educational record, please contact the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so. Parents/carers who have provided an appropriate email address to the school and as a result have accessed Class Charts can also check the information we hold on their children online in a safe and secure fashion. If any amendments are needed, parents should contact the school via email and necessary updates can be actioned.

Depending on the lawful basis above, you may 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; and
- a right to seek redress, either through the ICO, or through the courts

**If you have a concern 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/>**

## Where can you find out more information?

If you would like to find out more information about how we collect, use and store your data, please visit the school website to view our Data Protection Policy/ contact the school.

## Concerns or Complaints

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 by contacting the School Business Manager / School Data Protection Officer or directly to the Information Commissioner's Office.

## Contact details

Information Commissioner's Office. 2Nd floor, Churchill House, 17 Churchill Way, Cardiff, CF10 2HH

**Telephone: 0330 414 6421**

**Fax: 029 2067 8399**

**Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)**