

## Privacy Notice

### What the School, Local Authority and Welsh Government does with the Educational Information they hold on Children and Young People

To meet the requirements of the General Data Protection Regulations (2018), schools are required to issue a Privacy Notice to pupils and/or parents and guardians summarising the information held on record about pupils and young people, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of pupils' or young people's personal and performance information by the Welsh Government, Newport City Council (LA) and Ysgol Bryn Derw.

#### The collection and use of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at Ysgol Bryn Derw. The school also collects information at other key times during the school year. Information is also received from other schools when pupils transfer.

The School processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- the planning and management of the school.

#### Welsh Government and Local Authority (LA)

The Welsh Government receives information on school pupils normally as part of the Pupil Level Annual Schools Census (PLASC). The Welsh Government uses this personal information for research (carried out in a way that ensures individual pupils cannot be identified) and 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)

The LA also uses the personal information collected 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 a way that ensures individual pupils cannot be identified.

In addition, the Welsh Government and LAs receive information regarding National Curriculum assessment and public examination results and attendance data at individual pupil level.

#### Personal information held

The sort of personal information that will be held includes:

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians;
- information on any special educational needs;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

It is the parent's/guardian's responsibility to notify the school of any change in personal circumstance e.g. telephone number, address etc.

#### Organisations which may share personal information

Information held by the school, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example:

other education and training bodies, including schools, when pupils are applying for courses or training, transferring schools or seeking guidance on opportunities;  
bodies doing research for the Welsh Government, LA and schools, as long as steps are taken to keep the information secure;  
central and local government for the planning and provision of educational services;  
social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;  
various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work;  
the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics

The school also use a range of 'cloud-based' programmes relating to areas such as academic progress, risk assessments, accidents and incidents, safeguarding information. These all comply with the GDPR and the information stored is only accessible to approved school staff with passwords.

Pupils have certain rights under the GDPR, including a general right to be given access to personal data held about them by any "data controller." The presumption is that, by the age of 13, most children and young people have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger or has complex needs.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing.

#### Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and school will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the EU.

#### Your rights under the GDPR (2018)

The GDPR provides the following rights for individuals:

The right to be informed  
The right of access  
The right to rectification  
The right to erasure  
The right to restrict processing  
The right to data portability  
The right to object  
Rights in relation to automated decision making and profiling.

These rights are explained in detail by the Information Commissioner's Office here: <https://ico.org.uk/for-the-public/>

#### Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, should contact:

the school on 01633 414988

your LA on 01633 656656

the Welsh Government's data protection officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ;

the Information Commissioner's office help line on 01625 545 745 or 0303 123 1113