



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for School Attendance

Why we use pupil and parent/carer 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.

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

- Personal information (such as name, unique pupil number, address and information regarding free school meals)
- 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 pupil 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/carer 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 parent/carer information

We use the parent/carer data:

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

Collecting information – who we get our data from

Whilst the majority of 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 Children's 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)
- RCT Local Authority for reporting purposes
- Capita SIMS (3rd party processor) – to record, process and store 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 bases for processing personal information for School Attendance purposes are:

- **Legal Obligation** – To comply with our legal obligations under the Education Act 2002 Section 175, 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 expiry of the retention period, 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:** _____

Next review due by: Spring Term 2021

Version Control

Version no	Valid From	Valid To	Comments
1.0	May 2020	May 2021	Final document