



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for Behaviour & Exclusions

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 Behaviour & Exclusion 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, date of birth and address)
- Special category data (such as race, ethnic origin, sexual orientation, religion, health) – this may be captured in an incident report, dependent on the nature of the exclusion

Why we collect and use this information

- Schools will record details of positive or negative behaviour. This information is then used to award merit/demerit points.
- To record instances of pupil exclusions. This may involve all manner of exclusions, from internal (class) to permanent exclusions.
- Information may be required in order to facilitate “managed moved” between schools.

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 Behaviour & Exclusions we will get our data from

- Pupils
- Staff

Who we share information with

We share information with:

- Parents/carers – to provide updates regarding the pupil's behaviour
- Governing body - in order that informed decisions are made in the disciplinary process
- Local Authority - to inform the relevant bodies in order that appropriate informed decisions are made to support the child/young person and/or family
- Capita SIMS – 3rd party processor, used 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 Exclusions are:

Legal obligation - processing is necessary for the School to undertake its statutory responsibilities as a public body as laid down in 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:** _____

Next review due by: Spring term 2021

Version Control

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