



Ysgol Gymunedol  
**TONYREFAIL**  
Community School

# Privacy Notice for Extra-Curricular Activities

## 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 Extra-Curricular Activities 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 and address)
- Special Category (such as health)

## Why we collect and use pupil information

We use the pupil data:

- to facilitate extra-curricular activities, such as:
  - Sporting activities
  - Drama and music clubs
  - Arts and Crafts
  - Duke of Edinburgh Award

## 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 parent/carer data:

- To be able to contact you in relation to an activity and also in the case of urgency or safeguarding.

## 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 information to us or if you have a choice in this when the data is collected.

In the case of Extra-Curricular Activities we will get the data from:

- Pupils
- Parents/carers
- 3<sup>rd</sup> party activity providers

## 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 Assessment are:

- **Legal Obligation** – To comply with our legal obligations under the Education Act 2002.
- **Consent** – to share data with an external activity provider.

## 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