



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for the Secure Disposal of Personal Information

Why we share personal information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for the Secure Disposal of personal information. This information should be read in conjunction with our School's general Privacy Notice.

The categories of information that we collect, hold and share (and therefore have to dispose of) can include:

- Personal information (such as name, address, unique pupil number, language, nationality, country of birth and free school meal eligibility)
- Special Category (such as ethnicity, health and sexual orientation)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as results of Welsh national test, statutory assessments, on-going teacher and Local Authority assessment)
- Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impaired professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as Special Needs)
- Behaviour and exclusions – both internal and external
- Child Looked After Status and information
- Staff records
- Financial records
- Health and Safety information

Please note – This is not a full list, as the process of disposal can apply to any personal information held in the school.

Why we have to securely dispose of personal information

- The GDPR says that we should not keep personal data for longer than is necessary for the purposes for which it was processed
- Ensuring the appropriate disposal of personal data when we no longer need it will reduce the risk that it becomes irrelevant, excessive, inaccurate or out of date.

Who we share information with

We may share information with the following to arrange the secure disposal of personal data::

- RCT Local Authority - Business Support Unit
- 3rd party secure disposal contractors e.g. Data Shred

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 basis for processing personal information for Secure Disposal is:

- **Legal Obligation** – To comply with our legal obligations under Article 5 of the GDPR

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