



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for School Governance

Why we use personal information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Governance 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)
- Assessment information (such as results of Welsh national test, statutory assessments and on-going teacher assessment)
- Relevant medical information given to us by parents and other third parties such as Local Health Boards, 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

Why we collect and use pupil information

We use the pupil data, when it is necessary, to help with a school based complaint or disciplinary matter.

The categories of parent/carer, governor, staff and 3rd party information that we collect, hold and share can include:

- Personal information (such as name and address)
- Contact details (including telephone numbers and email addresses)
- Special category information (such as trade union membership, politics)
- Education and training

- Employment details
- Financial details

Why we collect and use this information

We use the parent/carer data:

- to help with a school based complaint or disciplinary that has been made against the school.
- to help with the parent governor appointment process

We use governor, staff and 3rd party data:

- to help with the process of setting, processing, reconciling and monitoring of school budgets
- for school governor appointments and maintain a governor list
- to help with a school based complaint or disciplinary that has been made against the school
- to produce various school governor reports for staffing, finance and end of term updates

Collecting information – who we get our data from

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis with 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 School Governance, we will get our data from:

- Parents/carers
- School governors
- Local Authority services - Governor Support, Human Resources
- Any relevant parties involved in a school based complaint

Who we share information with

We share information with:

- Parents/carers
- RCT Local Authority, Governor Support – to obtain advice, facilitate complaints procedure
RCT Local Authority, Business Support Unit - to print governors' reports
- School governors (dependent on membership of relevant governance committees)

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 Governance are:

- **Legal Obligation** – To comply with our legal obligations under The Government of Maintained Schools (Wales) Regulations 2005, The Government of Maintained Schools (Change of Category) (Wales) Regulations 2015, Education Act 2002 (setting the school budget), Schools Standards and Framework Act 1998
- **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 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