



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for Insurance

Why we use pupil, parent/carer and 3rd party information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Insurance 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, address, DOB)
- Special Category (such as ethnicity, health, race and religion)

On occasion, depending on the nature of the claim, we may process other special category data such as biometric information, which could include CCTV footage and photographs.

Why we collect and use pupil information

We may use the pupil data to support insurance claims for incidents such as:

- damage to property and vehicles
- personal injury (accidental, bullying, assault, etc.)
- off-site related issues

The categories of parent/carer and 3rd party 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 may use parent/carer data:

- To support insurance claims

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 Insurance, we will get the data from:

- Pupils
- Parents/carers
- School staff
- 3rd party claimants
- Witnesses

Who we share information with

We may share information with:

- Parents/carers
- RCT Local Authority, Insurance – to support claims

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 Insurance purposes are:

- **Legal Obligation** – To satisfy our obligations under law in representing the School in a legal transaction.
- **Public Task** - To carry out a task in the public interest or in the exercise of official authority in our capacity as a public body.

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 |
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| 1.0 | May 2020 | May 2021 | Final document |