



Ysgol Gymunedol

TONYREFAIL

Community School

Privacy Notice for Post 16

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 Post 16 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 and address)
- Education, training (such as qualifications attained and details of ongoing studies)
- Employment (in support of UCAS applications)
- Financial (in the case of applications for Education Maintenance Allowance)

Why we collect and use this pupil information

We use the pupil data for the purpose of supporting Sixth Form pupils. This includes the EMA (Education Maintenance Allowance) process, UCAS (Universities and Colleges Admissions Service) application process, including personal statements and teacher references and working with other establishments e.g. Seren Network.

Note – whilst we do not specifically process any parent/carer data for the above purposes, there may be an inference in respect of personal circumstances as a result of EMA applications and/or Summer School attendance.

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 Post 16 we will get our data from:

- Pupils
- Staff (UCAS references)

Who we share information with

We share information with:

- Student Finance Wales in respect of EMA
- UCAS
- External bodies eg Seren Network
Summer Schools eg Sutton Trust

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 Post 16:

- **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.
- **Consent** – in the case of referrals to Scholarship Programmes, Seren Network, Summer Schools.

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