



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for the School's Private Fund

Why we share 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 administering the School's Private Fund. 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)
- Financial (such as amounts owed/paid)

Why we collect and use pupil information

We use the pupil data to for the purpose of maintaining accurate and up to date pupil related payment records for processes such as school trips and concert fees etc.

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

- Personal information (such as name, address and contact details)
- Financial details (such as amounts owed/paid)

Why we collect and use this information

We use the parent/carer and 3rd party data:

- to record payments (such as school trips and concert fees)
- to record 3rd party donations

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 the school's private fund we will get our data from:

- Parents/carers
- 3rd party donors
- Local Authority Finance Department

Who we share information with

We may share information with:

- 2 x independent auditors who have been appointed to audit the school private fund.

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 the school's private fund is:

- **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 – School Private Fund Regulations

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