



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for the Pupil Data Record

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 the Pupil Data Record.

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, language, nationality, country of birth and free school meal eligibility)
- Special Category (such as ethnicity, health and religion)
- Attendance information (summary of attendance)
- Assessment information (such as results of Welsh national test, statutory assessments, on-going teacher and Local Authority assessments)
- Relevant medical information given to us by parents/carers and other 3rd parties, such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impairment professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as Special Needs)
- Child Looked After Status and information
- Unique identifier numbers generated during the academic life of a person e.g. Unique Pupil Number (UPN), Unique Learner Number (ULN), Unique Candidate Identifier (UCI)

Why we collect and use pupil information

- Schools have a legal requirement to create and maintain a pupil record and ensure its secure transfer.
- To ensure that a full, accurate and consistent record of a pupil's education is recorded and transferred where appropriate.
- To process data for the prevention, investigation and detection of crime

The categories of parent/carer 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)
- Contact details of relatives that may include names, addresses, telephone numbers and relationship with pupil
- Legal access to the pupil and any court orders indicating access rights
- Social Service involvement with families.

Why we collect and use parent/carer information

We use the parent/carer data:

- To be able to contact you in relation to the pupil's educational provision, and also in the case of urgency or safeguarding.

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 the Pupil Data Record we will get our data from

- Parents/carers
- Local Authority services such as the Admissions Service
- Other educational establishments

Who we share pupil information with

We share pupil information with:

- Other educational establishments – in the case of dually registered pupils or when pupils transfer to another school
- Capita SIMS, S2S - 3rd party processors, to record, process, store and transfer data

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 the Pupil Data Record are:

- **Legal Obligation** – To comply with our legal obligations under The Education Act 1996, The Education Act 2002, Schools Standards and Framework Act 1998 Section 84
- **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 Admissions Code July 2013

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
1.0	May 2020	May 2021	Final document