



GDPR Privacy Notice

**Who processes your information?**

Rhiw Syr Dafydd Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr C George acts as a representative for the school with regard to its data control responsibilities; he can be contacted on 01495 222829 or [rsdpa@caerphilly.gov.uk](mailto:rsdpa@caerphilly.gov.uk)

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Rhiw Syr Dafydd Primary School upholds are imposed on the processor. Current applications that are used by the school which require third party processors are Purple Mash, Mathletics and Seesaw.

Joanne Jones is the data protection officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01443 864322 or [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

**Why do we collect and use your information?**

Rhiw Syr Dafydd Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the Welsh Government. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Education Act 2005

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To administer trips and activities, catering and free school meal management

**Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND

- Behavioural information – e.g. number of temporary exclusions
- Safeguarding information – e.g. court orders and professional involvement

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Rhiw Syr Dafydd Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Pupil data is securely retained whilst the child remains at Rhiw Syr Dafydd Primary School, and the information is securely transferred to the secondary school or alternative provision when the child leaves.

### **Welsh Government and Local Authority (LA)**

The Welsh Government receives information on school pupils normally as part of the Pupil Level Annual Schools Census (PLASC). The Welsh Government may receive information on children who attend LA funded early years provision in non-maintained settings. The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The LA also uses the personal information collected to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in a way that ensures individual children and young people cannot be identified.

In addition the Welsh Government and LAs receive information regarding National Curriculum assessment, public examination results, attendance data and educated other than at school (EOTAS) pupil level collection at individual pupil level.

### **Sharing Information**

All recorded information held by the school may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and data protection law (General Data Protection Regulations 2016 and Data Protection Act 2018). Rhiw Syr Dafydd Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA / Consortium
- The NHS
- The Police
- Social Services
- The Welsh Government

## **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Rhiw Syr Dafydd Primary School uses your personal data.
- Request access to the personal data that Rhiw Syr Dafydd Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Data portability

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Rhiw Syr Dafydd Primary School and/or the Welsh Government is collecting or using your personal data please contact the school outlining your concerns in the first instance.

If you remain unhappy you can contact the schools Data Protection Officer on 01443 864322 or [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

You can also raise a concern with the Information Commissioner's Office Wales (ICO). The ICO can be contacted on 029 2067 8400, Monday-Friday 9am-5pm or by email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk)

## **Where can you find out more information?**

If you would like to find out more information about how we and/or the Welsh Government collect, use and store your personal data, please visit our website ( [www.rhiwsyrdafyddschoo.wales](http://www.rhiwsyrdafyddschoo.wales) ) or download our GDPR Data Protection Policy.