

Crickhowell Community Primary School



Privacy Notice

(Parents, Guardians and Pupils)

How We Use Parent, Guardian and Pupil Information

The categories of pupil information that we collect, hold and share include:

- ✓ Personal information (such as name, unique pupil number and address)
- ✓ Special Category (such as ethnicity, health, language, nationality, country of birth, sexual orientation and free school meal eligibility)
- ✓ Attendance information (such as sessions attended, number of absences and absence reasons)
- ✓ Assessment information (such as results of Welsh national test, statutory assessments in years 2 and 6 and on-going teacher assessment)
- ✓ Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing-impaired professionals)
- ✓ Special Educational Needs and Disability information
- ✓ Behaviour and exclusions – both internal and external

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

The categories of parent information that we collect, hold and share 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 child
- ✓ Legal access to the child and any court orders indicating access rights

- ✓ Social Service involvement with families.
- ✓ Information relating to whether a parent is a member of the armed forces.

Why we collect and use this information

We use the parent data:

- To be able to contact you in relation to the pupil's educational provision, and also in the case of urgency.
- In order to engage services from other organisations, such as the Local Authority.

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Processing pupil, parental and carer information is necessary for the school to undertake its statutory responsibilities. This is called in the 'Public Interest' and is where the school is exercising official authority which is laid down by law.

Where the school does not have a statutory basis for collecting and processing the data, eg information for a school trip, the school will request your explicit consent to gather and process the information and you will always have the opportunity to opt out of this process. However, in these circumstances, opting out will often prevent the activity taking place.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data in line with the guidance set out in the **Retention Schedule provided by Powys LA (see appendix)**

- The education record of all pupils will be processed and retained until the pupil leaves the school.
- For the purposes of inspection by ESTYN, some records are retained.
- On some occasions, the school has a legal responsibility to retain information for future access. E.g. safeguarding and wellbeing.

Following the retention period expiry, information will be destroyed securely and permanently. Digital information will be deleted and paper copies shredded.

Who we share pupil information with

We share pupil information with:

- The Welsh Government *
- Supporting Local Authority *
- Other Local Authorities *
- The Central South Consortia *
- Schools that the pupils attend
- Safeguarding Boards
- Examination Boards where appropriate *
- Companies that undertake analysis of performance data-Incerts
- Children and Family Wellbeing Services
- Hospital Trusts
- IT Services such as the Welsh HWB Learning platform/Google (requires consent)
- School to Parent Communication Services-Schoop
- Employment and career advice organisations
- Police or other law enforcement agencies
- Health and Safety Executive

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Government and the Local Authority through the Central South Consortium on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Welsh Government under the Education Wales Act 2014 and associated regulations for testing, assessment and other statutory duties.

Vital Interest Information

In circumstances of the wellbeing and safeguarding of the child, it may be necessary to share information without your consent or knowledge.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please make your request in writing to the school, including your contact details and we will contact you.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The General Data Protection Regulation (GDPR) gives you important rights:-

1. The right to be informed
2. How you can access your information
3. Ensuring your information is accurate
4. Making sure your information is deleted in an appropriate timeframe
5. Ensuring that your information is only used for the purposes for which it was gathered
6. Ensuring that your information is transferred in an agreed and secure format when your child move educational establishment
7. In certain circumstances the right to object

Rights in relation to automated decision making and profiling

The school uses a wide range of data regarding pupils to provide support and guidance pertinent to their needs. This process is not solely automated, and the parent will always have the opportunity to provide additional information. Eg during open evenings or IEP reviews

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Powys.

Approved by: The Governing Body Date: May 2018

Next review due by: Spring term 2019

Appendix 1-Record Retention Schedule

Basic File Description	Data Protection Issues	Statutory Provision	Retention Period	Action(s) at the end of the administrative life of the record
Admission Register	Yes	None	Permanent	RETAIN in the school for 6 years from the date of the last entry
Attendance Registers	Yes	None	Date of Register + 3 years	SHRED - if these records are retained electronically any back-up copies should be destroyed at the same time
Primary Pupil Record Cards	Yes	None	Retain for the time which the pupil remains at the primary school	TRANSFER - to the secondary school (or other primary school) when the child leaves the school
Secondary Pupil Record Cards	Yes	Limitation Act 1980	Date of Birth (DOB) of the pupil +25 years	SHRED
Primary Pupil Files	Yes	None	Retain for the time which the pupil remains at the primary school	TRANSFER - to the secondary school (or other primary school) when the child leaves the school
Secondary Pupil Files	Yes	Limitation Act 1980	Date of Birth (DOB) of the pupil +25 years	SHRED
Special Educational Needs files, Reviews and Individual Education Plans (IEPs)	Yes	None	Date of Birth (DOB) of the pupil +25 years	SHRED
Letters authorising absence	No	None	Date of absence +2 years	SHRED
Absence books	No	None	Current Year +6 years	SHRED
Public Examination Results	No	None	Year of examinations +6 years	SHRED
Internal Examination Results	Yes	None	Current year +5 years	SHRED
Any other records created in the course of contact with pupils	Yes / No	None	Current year +3 years	Review at the end of 3 years and either allocate a further retention period or SHRED

Statement maintained under the Education Act 1996 - Section 324	Yes	Special Education Needs and Disability Act 2001 Section 1	Date of Birth +30 years	SHRED unless legal action is pending
Proposed statement or amended statement	Yes	Special Education Needs and Disability Act 2001 Section 1	Date of Birth +30 years	SHRED unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Education Needs and Disability Act 2001 Section 2	Closure +12 years	SHRED unless legal action is pending
Children SEN Files	Yes	None	Date of Birth of pupil +25 years then review. It may be appropriate to add an additional retention period in certain cases.	SHRED unless legal action is pending
Examination Results	Yes	None	Current year +6 years	SHRED
Test Records	Yes	None	Current year +6 years	SHRED
Value-added records	Yes	None	Current year +6 years	SHRED
Parental permission slips for school trips where there has been no major incident	Yes	None	Conclusion of the trip	SHRED
Parental permission slips for school trips where there has been a major incident	Yes	Limitation Act 1980	Date of Birth of the pupil(s) involved in the incident +25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SHRED

Records created by Head-teachers, Deputy Head-teachers, Heads of Year and other members of staff with administrative responsibility (except Child Protection records)	Yes	None	Closure of file +6 years	SHRED
Minutes - principal set	No	None	Permanent	RETAIN in the school for 6 years from the date of the meeting
Minutes - inspection copies	No	None	Date of meeting +3 years	SHRED
Agendas	No	None	Date of meeting	SHRED
Reports to Governors	No	None	Date of report +6 years	RETAIN in the school for 6 years from the date of the meeting
Annual Parents' meeting papers	No	None	Date of meeting +6 years	RETAIN in the school for 6 years from the date of the meeting
Instruments of Government	No	None	Permanent	RETAIN in the school whilst school is open
Trusts and Endowments	No	None	Permanent	RETAIN in the school whilst operationally required
Action Plans	No	None	Date of action plan +3 years	SHRED
Policy Documents	No	None	Expiry of Policy	RETAIN in school whilst policy is operational (this includes if the expired policy is part of a past decision-making process)
Complaints files	Yes	None	Date of resolution of complaint +6 years	RETAIN in school for the first six years and then review for further retention in the case of contentious disputes
Proposals for schools to become or be established as Specialist Status schools	No	None	Current year +3 years	TRANSFER to Archives

Child Protection Files	Yes	Education Act 2002 section 175 and related guidance 'Safeguarding Children in Education' (April 2008)	Date of Birth +25 years	SHRED
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