



Pupil Privacy Notice

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Signatures:

	Name	Signature
Chair of Governors:	Jess Williams	<i>J. Williams</i>
Headteacher:	Sarah Court	<i>S. Court</i>

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1. Introduction.

Ysgol Golwg Pen y Fan collect your personal data (or information) and use it in a number of ways in order for us to operate as your School. You have a legal right to be informed of how we use that data (or 'process' it). The School complies with your right to be informed by providing you with this 'Privacy Notice', which will explain how we use it, why we use it, how we store it and who we share it with.

The School is known as a 'data controller' for the purposes of data protection law.

2. The personal data we hold about you.

We hold some personal data about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too, for example: from your parents, a previous school(s), the local council and the government, as well as from other bodies such as the Police, the Health Board or organisations that you may be involved with.

This information may include:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

3. Why we use your personal data.

We use your personal data to help run the school, including to:

- get in touch with you and your parents when we need to;
- check how you're doing in exams and work out whether you or your teachers need any extra help;
- track how well the school as a whole is performing ;
- look after your wellbeing.

4. Our legal basis for using your personal data.

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- we need to comply with the law;
- we need to use it to carry out a task in the public interest (in order to provide you with an education).

Sometimes, we may also use your personal information where:

- you, or your parents/carers have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest).

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several reasons that mean we can use your data.

5. Collecting your personal information.

While in most cases you, or your parents or carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

6. How we store your personal data.

We will keep personal information about you while you are a pupil at our school. We also keep it after you have left the school, where we are required to by law. The information is usually transferred to your Secondary School when you leave our school, or to another Primary School if you decide to leave our School before Year 6.

7. Sharing your personal data.

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- our local authority – to meet our legal duties to share certain information with it;
- Welsh Government;
- Careers Wales;
- your family and representatives;
- Educators and examining bodies;
- our regulator (the organisation or “watchdog” that supervises us – Estyn);
- suppliers and service providers – so that they can provide the services we have contracted them for;
- financial organisations;

- our auditors;
- survey and research organisations;
- health authorities;
- security organisations;
- health and social welfare organisations;
- professional advisers and consultants;
- charities and voluntary organisations;
- police forces, courts, tribunals;
- professional bodies.

8. Transferring data internationally.

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

9. Your data protection rights.

You have 8 data protection rights which you may choose to use or 'exercise', including your right to find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

If you want to make a request like this, please contact your Headteacher.

You also have other rights, including the right to:

- Ask us to correct anything that may be wrong
- Get rid of (erase) personal data about you
- Ask us to restrict our processing or use of your data
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)

However, you do need to be aware that the rights only apply in certain circumstances. If you feel that you wish to apply any of these rights then you should contact the Headteacher.

10. Complaints.

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting the Headteacher. You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Or write to:

Information Commissioner's Office
2nd floor
Churchill House
Churchill way
Cardiff
CF10 2HH
Tel: 0330 414 6421
Email: wales@ico.org.uk