



# YSGOL LLYWELYN

## PRIVACY NOTICE

**School: Ysgol Llywelyn**

**Responsible: Headteacher & Governing Body**

**Last Reviewed: October 2024**

**Next Review Date: October 2025**

**Review Period: 1 Year**



*Be Brave, Risk Being Exceptional*



# **Ysgol Llywelyn Privacy Notice**

## **(How we use pupil information)**

### **Information about pupils in schools, alternative provision, pupil referral units and children in early years settings**

In accordance with General Data Protection Regulation (GDPR) which came into force on 25th May 2018, this notice sets out what the Local Authority Education service and Ysgol Llywelyn does with children's and young peoples, personal and performance information, and any personal information relating to you as parent / guardian.

The information in this notice will be kept under review to incorporate any further changes communicated by the Information Commissioner's Office.

### **The categories of pupil information that we process include:**

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, national testing results and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Permission for school trips, photographs to be taken, social media and food tasting.
- CCTV images (we have CCTV systems in key locations for the purposes of safety and the prevention and detection of crime. We will only disclose CCTV images to third parties for the purposes of public safety and the prevention and detection of crime.)

### **Why we collect and use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or from the Department for Education.

We use this personal data to:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for data collections

All data within the school's control shall be identified as either personal or sensitive to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO:

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

### **The principles of the GDPR shall be applied to all data processed:**

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Other uses of personal data will be made in accordance with the school's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

**The school expects that the following uses will fall within that category of its (or its community's) "legitimate interests":**

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- To provide education services, including musical education, physical training or spiritual development, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Maintaining relationships with the school community, including direct marketing or fundraising activity;
- To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the school;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's IT: acceptable use policy;
- To make use of photographic images of pupils in school publications, on the school website and (where appropriate) on the school's social media channels in accordance with the school's policy on taking, storing and using images of children;
- For security purposes, including CCTV in accordance with the school's CCTV policy;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

**How we collect pupil information**

We collect pupil information via registration forms at the start of the school year, trip permission forms, through internal and external school assessments, information from the Local Authority or Welsh Government or via Common Transfer Files (CTF) where information is securely transferred between schools where moves are made.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the details provided below.

## Who we share pupil information with

Information is sent to Welsh Government on children and young people directly from schools and the Local Authority normally as part of statutory data collection which consists of the following:

- Pupil Level Annual School Census (PLASC)
- Educated other than at school (EOTAS) pupil level collection
- National data collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection

Information held by the School and Local Authority on children and young people and their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- Other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- Bodies doing research for the WG, LA and schools, so long as steps are taken to keep the information secure;
- Central and local government for the planning and provision of educational services;
- Social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- Various regulatory bodies, such as ombudsmen, inspection authorities and Government fraud initiatives, where the law requires that information be passed on so that they can do their work.

## 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, contact Mr. Nathan Jones.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

For further information about the information which the school and Local Authority holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

### **School Contact:**

Mr. Nathan Jones (Headteacher)  
Ysgol Llywelyn  
Trellewelyn Road  
Rhyl  
LI18 4EU

### **Local Authority Contact:**

**To contact the Information Commissioner's Office, please see details below:**

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF