



PRIVACY NOTICE

GDPR

Who processes your information?

Ysgol Glanrafon is the data controller of the personal information you provide to us. This means the school determines the purpose for which, and the manner in which, any personal data relating to pupils and their families is to be processed. A member of the Governing Body acts as a representative for the school with regard to its data controller responsibilities; and can be contacted on 01352700384 or postglanrafon@hwbmil.net.

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 Ysgol Glanrafon upholds are imposed on the processor.

Why do we collect and use your information?

Ysgol Glanrafon 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, LEA and/or the Welsh Assembly's education department. 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 9 of the GDPR*
- *Education Act 1996*

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*

What 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 test results*
- *Relevant medical information*
- *Behavioural information e.g. number of temporary exclusions*

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 Ysgol Glanrafon 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.

Will my information be shared?

The school is required to share pupils' data with the Welsh Assembly's relevant department on a statutory basis.

Ysgol Glanrafon is required by law to provide information about our pupils in circumstances such as school census.

Ysgol Glanrafon 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 LEA*
- *The NHS*

How is my information kept safe and secure?

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used, or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

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 Ysgol Glanrafon uses your personal data*
- *Request access to the personal data that Ysgol Glanrafon 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*

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

For further information, you are welcomed to contact the school.

DECLARATION

I, _____, declare that I understand:

- *Ysgol Glanrafon has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.*
- *How my data is used.*
- *Ysgol Glanrafon may share my data with the Welsh Assembly's Education department and subsequently the LEA.*
- *Ysgol Glanrafon will not share my data to any other third parties without my consent, unless the law requires the school to do so.*
- *Ysgol Glanrafon will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.*
- *My data is retained in line with the school's GDPR Data Protection Policy.*
- *My rights to the processing of my personal data.*
- *Where I can find out more information about the processing of my personal data.*