

Madras V.A. Primary School

Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and Welsh Government: Education and Skills.

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 inform staff of relevant information
- to moderate pupil progress with the LA, Regional Consortia and Cluster Schools
- to protect pupil welfare
- to administer admissions waiting lists

The lawful basis on which we use this information

Compliant with the ICO's guidance on the lawful basis for processing.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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. If it is mandatory, we will explain the possible consequences of not complying.

Storing pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Procedures for the Retention of School Records Policy sets out how long we keep information about pupils.

Our Procedures for the Retention of School Records Policy is available electronically and can be emailed or there is a hard copy in the Policies File.

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: Education and Skills 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: Education and Skills under section 3 of The Education (Information About Individual Pupils) (Wales) Regulations 2013 (Amendment).

Who we share pupil information with

Where it is legally required, or necessary (and it complies with data protection law, i.e with your consent) we may share pupil information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, and exclusions
- The Welsh Government: Education and Skills, assessment data and to meet our legal obligations
- The pupil's family and representatives, if this is agreed to
- Educators and examining bodies
- Our regulator, Estyn and Diocese of St Asaph
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Texting and communication with parents services
- The school website: To inform parents and the wider community
- Newspapers and Diocesan Magazines
- Regional Consortia: GwE to meet our legal obligations
- School Governors: To meet our legal obligations
- HwB:email; online resource bank; work platform
- Cluster Schools; including onward secondary schools: To meet our legal obligations, moderation of pupils work, transition activities, extended curricular activities
- Teaching staff from recognised supply agencies; to meet our legal cover obligations
- Photographs: For individual and group shots, (class, sports teams, clubs), to go home to parents
- SIMS system: to meet our legal obligations
- INCERTS: Tracking and assessment system
- TTRockstars: Maths online resource,

- IDL Cloud: Literacy online resource.
- E-Cadets: E-safety online resource.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Welsh Government (for example; via the school census) go to

<https://gov.wales/topics/educationandskills/schoolshome/schooldata/?lang=en>

One of the principles of their information and data collection is that data will only be requested and stored if it is useful.

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: **Mrs K. Macey, Headteacher, Penley Madras V.A. Primary School. (Temporary Data Protection Officer)**

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

**Mrs K. Macey,
Headteacher,
Penley Madras V.A. Primary School,
Overton Road,
Penley,
Wrexham.
LL13 0LU
01978 710419**