

## **Ysgol Henblas Privacy Notice**

In order to comply with the General Data Protection Regulation (GDPR) that came into force on the 25th of May 2018, this Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Government, ISLE OF ANGLESEY COUNTY COUNCIL (Local Education Authority) and YSGOL HENBLAS.

Schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed. Ysgol Henblas is the data controller for the purposes of data protection law.

### **The Collection of Personal Information:**

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

### **Why we collect and use this information:**

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows.

The School processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals.
- monitoring and reporting on pupils' educational progress.
- the provision of welfare, pastoral care and health services.
- the giving of support and guidance to pupils, their parents and legal guardians.
- to comply with a legal obligation regarding sharing information
- to share information for statutory investigation and audits purposes
- the organisation of educational events and trips.
- planning and management of the school.

### **The sort of personal information that will be held includes:**

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians.
- information on performance in internal and national assessments.
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses).
- details about pupils' immigration status (this is used only to prepare summary statistical analyses).
- medical information needed to keep pupils safe while in the care of the school.
- information on attendance and any disciplinary action taken.

- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.
- pupil profile picture on school account and file for identification, medical/allergies lists purposes,

#### **Legal basis for using this information:**

We collect and use personal data in order to meet legal requirements and legitimate interests as set out in the General Data Protection Regulation (GDPR) and Data Protection Act 2018, including those in relation to the following:

- Article 6 and Article 9 of the GDPR;
- Education (Wales) Act 2014;
- The Pupil Information (Wales) Regulations 2011.

#### **Collecting information about pupils:**

Whilst most of the information we collect about pupils is mandatory, there is some information that can be provided voluntarily. To comply with data protection law, we make it clear whether providing information is mandatory or optional.

#### **Storing information about pupils:**

We keep personal information about pupils for various time periods, according to the information itself. We will dispose the information securely in line with the Local Authority's retention schedules. Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also 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, eg Examination Boards, National Tests (WG), PISA Tests (NFER), Estyn, GWE, HWB, Cynnal, Local Authority (Exclusions/TRAC/ Inclusion Programme Pecyn 25), other Schools etc;
- bodies doing research for the Welsh Government, LA and schools, so long as steps are taken to keep the information secure, eg CYNNAL, PLASC, DEWi, FFYNNON (LC), Consortium, GWE, HWB;
- central and local government for the planning and provision of educational services, eg CAPITA, CYNNAL, DEWi, GWE, HWB;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils, eg SOCIAL SERVICES, HEALTH SERVICES, CAMHS, YOUNG CARERS etc;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work, eg INTERNAL AUDITORS, ESTYN, POLICE, COURTS, TRIBUNALS, etc
- Contracted Service Providers and Suppliers to enable them to fulfil contact/service, eg Caterlink, Schoolcomms, , HWB, etc.

**Your rights under GDPR:**

- Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any “data controller”. The presumption is that by the age of 12 a child has enough maturity to understand their rights and to make an access request themselves if they wish.

A parent would normally be expected to make a request of child’s behalf if the child is younger.

**You have the right to:**

- Have access to the personal information that the school and Local Authority are processing about you;
- Require the schools or Local Authority to rectify inaccuracies in that information;
- The right (in some circumstances) to object to processing on grounds relating to your particular situation
- The right to restrict processing (in some circumstances)
- Lodge a complaint with the information commissioner who is the independent regulator for data protection.

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

Phone: 01248 723944 E-mail: [ysg2156@ynysmon.gov.uk](mailto:ysg2156@ynysmon.gov.uk)

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

Information Commissioner’s Office – Wales 2nd Floor, Churchill House Churchill Way Cardiff CF10 2HH Telephone helpline: 0330 414 6421 (Wales helpline) or 0303 123 1113 (UK helpline)

E-mail: [wales@ico.org.uk](mailto:wales@ico.org.uk) Website: [www.ico.org.uk](http://www.ico.org.uk)