

West Monmouth School

Ysgol Gorllewin Mynwy



Privacy Notice

Rhybudd Preifatrwydd

West Monmouth School

PRIVACY NOTICE

To reflect the requirements of the General Data Protection Regulation (GDPR), Schools are required to have in place and if requested issue a Privacy Notice to children and young people and parents/carers identifying the personal information held at the school about children and young people, why it is held, where it is sourced, how it is collected, how we protect personal data, how long we hold it and the third parties to whom it may be shared.

This Privacy Notice provides information about the collection and processing of children's or young people's personal and performance information by the school, Torfaen Council, the Education Achievement Service (EAS) and Welsh Government.

The collection of personal information

The school collects information about children and young people and their parents/carers when children and young people enrol at the school. The school also collects information at other key times of the year and may receive information from other schools when children and young people transfer.

The School processes the information it collects to administer the education it provides to children and young people. For example

- The provision of educational services to individuals;
- Monitoring and reporting on students' educational progress;
- The provision of welfare, pastoral care and health services;
- The giving of support and guidance to children and young people, their parents/carers;
- The organisation of educational events and trips
- The planning and management of the school.

Welsh Government

The Welsh Government receives information on students directly from schools normally as part of statutory data collection which consists of

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

In addition to the data collected as part of PLASC, the Welsh Government and Local Authorities also receives information regarding National Curriculum Assessments, public examination results and attendance data at individual student level which comes from Schools and/or Awarding bodies (e.g WJEC).

The Welsh Government uses this personal information for research and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole.

Personal information held

The personal information that will be held includes

- Personal details such as name, address, date of birth, child/young person identifiers and contact details for parents/carers;
- Digital images for identification and educational purposes and CCTV images;
- Information on any additional learning needs;
- Information on performance in internal and national assessments and examinations;
- Information on ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses)
- Details about children's and young people's immigration status (this is used only to prepare summary statistical analyses)
- Medical information needed to keep children and young people safe while in the care of the school;
- Information on attendance, behaviour and any disciplinary action taken; and
- Information about the involvement of social services.

How Data Will Be Processed

Pupil and their family personal data may be processed in a variety of ways; this will include, but is not limited to;

- Obtaining consent;
- Protecting the vital interest of the data subject;
- To comply with required legal obligations;
- Maintaining written records for educational purposes;
- Medical or allergy information displays;
- Identification;
- Communications, for example e-mails or text messaging;
- Adding to internal documents, for spreadsheet documents or similar, for the purposes of assessing personal data;
- For educational software use (this could be for the purposes of helping children learn, discipline, and reports and other educational purposes).

Organisations which may share personal information

Information held by the school, Torfaen Council and Welsh Government on children and young people and their parents/carers may also be shared with other organisations when the law allows and providing all appropriate steps are taken to keep the information secure. For example

- Education and training bodies, including other schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities;
- Bodies contracted to conduct research for Welsh Government and Torfaen Council with appropriate steps taken to ensure that the information is secure;
- Central and local government for the planning and provision of educational services;
- Social services, health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- Management Information system providers in order to ensure that system functionality and accuracy is maintained;
- The schools approved suppliers of the cashless system to ensure all pupils, parents and carers and school staff are able to use it as appropriate;
- The Educational Achievement Service (EAS) to support regional statistical analysis as required by Welsh Government;
- Regulatory bodies, where the law requires that information be passed on so that they can do their work; and
- The office of National Statistics (ONS) in order to improve the quality of migration and population statistics.

Children and young people have certain rights under the GDPR, including a general right to be given access to personal data held about them by any “data controller”. The law allows that, by the age of 13, children and young people have sufficient maturity to understand their rights and to make an individual request themselves if they wish. The school will also request consent where applicable to children aged over 13 years. A parent/carer would be expected to make a request on a child’s behalf if the child is younger. If you wish to access your personal data, or that of your child, then please contact the school in writing.

Other Information

The school places a high value on the importance of information security and has a number of procedures in place to minimise the possibility of a compromise in data security. The school will ensure that information is kept accurate at all and processed in accordance with our legal requirements via both paper and electronic format.

Your rights under the General Data Protection Regulation (GDPR)

The data protection laws give individuals certain rights in respect of personal information held on them by any organisation. These include

- Access and obtain a copy of your data on request,
- Require the school to change incorrect or incomplete data,
- Under certain circumstances you can require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing,
- To know the period of time the data will be stored for,
- The right to data portability,
- The right to withdraw your consent at any time,
- The right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- The consequences if you fail to provide data to the school,
- The existence of automated decision making, including profiling and the consequences of this for you,

If you would like to exercise any of these rights please contact the Headteacher.

If you have a complaint in regard to the way the school manages personal information, we would recommend that you contact the school in the first instance; however you have the right to contact the ICO (Information Commissioners Office) at any time. Their Contact Us page has a variety of ways in which to get in contact with them;
<https://ico.org.uk/global/contact-us/>.

ICO Helpline: 0303 123 1113 (UK helpline) 0330 414 6421 (Wales helpline)

ICO Email: casework@ico.org.uk

ICO Postal Address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to This Notice

Any changes to this notice in the future will be posted on our website and, where appropriate, notified to you via e-mail. Please check the website frequently to see any updates or changes.