



TAFF BARGOED LEARNING PARTNERSHIP

Trelewis Primary School

PRIVACY NOTICE – PUPIL INFORMATION

At Trelewis Primary School we are the Data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. Your child's data can be accessed and processed within the Federation, and this can be at either of our sites; Trelewis or Bedlinog.

The Organisation/Data Controller

Taff Bargoed Learning Partnership is the overarching organisation that the school is part of. Trelewis Primary School is known as the 'Data Controller' for any child attending Trelewis Primary School site, within the federation, and can be contacted using the following methods;

- ★ **Address:** Trelewis Primary School, Trelewis, Treharris Merthyr Tydfil CF46 6AH
- ★ **Telephone:** 01685 351822
- ★ **Email:** office@trelewis.merthyr.sch.uk

All correspondence should be addressed to the Executive Head Teacher.

Data Protection Officer

The Data Protection officer is **Mrs Lisa Richards**. To get in touch with the Data Protection Officer please contact: data.protection@merthyr.gov.uk

Categories of Pupil Information

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;
- ★ **Assessment and Progress Information** - such as teacher assessments, test outcomes, performance data;
- ★ **Medical Information** - such as allergies, dietary needs, medications, health issues
- ★ **Additional Learning Needs (ALN) Information** - such as a pupils entitlement to support, School Action, School Action +, Statement;
- ★ **Behavioural Information** – such as exclusions

The purpose for Collecting Personal Data

We use the Pupil data to;

- ★ Support pupil learning
- ★ Monitor and report on pupil progress
- ★ Maintain the safeguarding of pupils at school
- ★ Provide appropriate pastoral care
- ★ Assess the quality of our services
- ★ Comply with the law regarding data sharing

The legal Basis for using Personal Data

We collect and use pupil information under two main bases within the school setting;

- ★ **Basis of Public Interest** – where the school, as a Public Body, is able to process data for Public Interest purposes.

- ★ **Basis of Consent** – where permission is given by a Parent for data to be processed, particularly where special category data is concerned.
- ★ **Basis of Legal Obligation** – where processing of data is necessary for us to comply with the law

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.

Please note that a consequence of not providing us with certain statutory personal information may affect your child's eligibility to attend the school.

Storing and Retention of Pupil Data

We hold pupil data for the entire time that a pupil is with us at Trelewis Primary School. This information is held for 3 years after a pupil has left Trelewis Primary School (*unless the pupil transfers to another school whilst at Trelewis Primary School.*)

Recipients of Data

We routinely share pupil information with:

- ★ Schools that the pupil's attend after leaving us;
- ★ Our Local Authority (Merthyr Tydfil CBC)
- ★ The Department for Education (DfE)
- ★ School Nurse
- ★ Social Services
- ★ NHS
- ★ Police (School Liason Officer)

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 pupil's data with the Department for Education (DfE) 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 Department for Education (DfE) under The Education (Wales) Regulations 2011, The Pupil Information (Wales) Regulations 2011 and The School Information (Wales) Regulation 2011.

Geographic Location

Your information will not be used outside of the European Economic Area.

Rights of the Individual

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 information, you will need to submit a 'Subject Access Request' from to the school. Likewise for further information you can contact Lisa Richards (Data Protection Officer) via email data.protection@merthyr.gov.uk.

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 (which will never be done by the school);
- ★ Object to decisions being taken by automated means
- ★ In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

- ★ Withdraw information if it is the legal basis being used
- ★ Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern/complaint about the way we are controlling or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

Information Commissioner

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Statutory Requirements

As a school we are governed by the Welsh Education Department of the Welsh government. We are required to meet a number of statutory regulations which involve your child's information including;

- ★ Education (Wales) Act 2014
 - ★ The Education (Head Teachers Report to Parents) (Wales) Regulations 2011
 - ★ The Education (Pupil Information) (Wales) Regulations 2011
 - ★ The Education (School Information) (Wales) Regulation 2011
 - ★ The Education (School Performance and Absence Targets) (Wales) Regulations 2011
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