Llanfair Primary School - Privacy Notice

This notice explains how and why Llanfair Primary School collects personal information about its parents and pupils when carrying out our day to day operations. Llanfair Primary School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

**Types of personal data processed**

Pupil data is essential for the school’s operational use. The School 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, Local Authority (LA) and/or the Welsh Government (WG). 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 Article 9 of the GDPR
* Education Act 1996.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

* To support student learning (including the organisation of educational visits)
* To monitor and report on student progress
* To provide appropriate pastoral care
* To assess the quality of our service
* To comply with the law regarding data sharing
* To safeguard students (e.g allergy or child protection information)
* As part of our admissions process
* To access our school meals, payments and school communication systems
* To market and publicise the school (this includes images/ photographs).

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The categories of pupil information that we process include:

* personal identifiers and contacts (such as name, unique pupil number, contact details and address)
* characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
* safeguarding information (such as court orders and professional involvement)
* additional learning needs
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as national curriculum assessment results)
* behavioural information (such as exclusions and any relevant alternative provision put in place)

**Collecting Pupil Information**

Whilst the majority of pupil information you provide us is mandatory, some of it is provided on a voluntary basis. We will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect most pupil information via paper and electronic registration forms on entry or at the start of the school year directly from parents. In some cases this information may be provided by a third party such as Common Transfer File (CTF) or secure file transfer from previous school or from professionals involved with a child (medical professionals or Social Services).

**Storage and sharing of personal data**

The School will keep information about parents and pupils on computer systems and also in paper form. We hold pupil data securely for the set amount of time shown in our data retention schedule.

In the course of school business, we share personal data (including special category personal data where appropriate) with third parties such as the school doctors, the school’s professional advisors and relevant authorities (e.g. Welsh Government, NHS, the Local Children Safeguarding Board, DBS, UK Visas and Immigration, HM Revenue and Customs, organisations involved in promoting pupils’ wellbeing). Some of our systems are provided by third parties, e.g. hosted databases, school website, cloud storage providers. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor.

We do not share information about our pupils with anyone without consent unless the law and our policies allow. We share pupils’ data with Welsh Government and the local authority on a statutory basis under the Government of Wales Act 2006, Section 7. Welsh Government uses this personal information for research which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics) .

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and LA’s receive information regarding national curriculum assessment and Public Examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

We do not share personal data with third party organisations for their own purpose.

**Parent and Pupils’ Rights**

 Parents and Pupils have the following rights:

* + Right to be informed;
	+ Right of access;
	+ Right to rectification;
	+ Right to erasure;
	+ Right to restrict processing;
	+ Right to data portability;
	+ Right to object.

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

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 the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so.We will be better able to respond quickly to smaller, targeted requests for information.

We try to ensure that information held is accurate and as such please ensure that you inform school of any changes.

The school has decided to conduct the process of parent governor elections electronically for efficiency reasons. This process requires that we provide the Governor Support Unit (GSU) of the local authority with all our parental email addresses. If you do not wish your email address to be shared with the GSU you must notify us to that effect.

The GSU will only use your email address for the purpose of parent governor elections and will not share it with anyone else. Once the election process is concluded all information relating to parental email addresses will be deleted.

All parents who do not have an email address or do not wish their email address to be shared with the GSU will receive all communications relating to the parent governor election process via hard copy.

**Concerns or Complaints**

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office.

**Contact details**

The Council’s Data Protection Officer can be contacted at:

The Data Protection Officer

Vale of Glamorgan Council

Civic Offices

Holton Road

Barry

Vale of Glamorgan

CF63 4RU

01446 700111

DPO@valeofglamorgan.gov.uk

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

Mr. JP. Guy, Headteacher, Llanfair Primary School, The Herberts, St. Mary Church, Near Cowbridge, CF71 7LT

Tel: 01446 772245

Email: Llanfairps@valeofglamorgan.gov.uk

**Contact details of the Information Commissioner’s Office**

These are:

Information Commissioner’s Office, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Tel: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk