

**Ysgol I D Hooson**  
**PRIVACY NOTICE FOR PARENTS AND CARERS**  
**Privacy Notice**

Dear Parents / Carers,

**School Information Management Systems, GDPR, and your child's rights**

This notice is to help parents and carers understand how and why Ysgol I D Hooson collects your child's personal information and what we do with that information. It also explains the decisions that you can make about your child's information.

If you have any questions about this notice please talk to the headteacher.

**What is personal information?**

Personal information is information that the school holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like test and assessment results, medical details and behaviour records. The school may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

**How and why does the school collect and use personal information ?**

When your child starts at a new school you are asked to provide information about them, their previous school may also send their previous records to the new school. This information is kept by the school, usually on the school's computerised administration system, and then used for a variety of purposes related to the running of the school and provision of your child's education. Personal data collected and held in this way is treated confidentially and stored securely.

Your child has certain rights relating to this information; GDPR legislation sets out those rights and protects individuals from misuse of the information held. In certain circumstances you, as parent/carer, may have a right to ask for access to and a copy of personal data held about a pupil in your legal care, this is not an automatic right and each case will be considered on its own merits.

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education.

The admissions forms which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's previous school(if relevant) gives us information about your child if we need this to teach and care for them.

Sometimes we may get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help the school run properly, safely and to let others know what we do. Here are some examples:

- We need to tell appropriate members of staff if your child is allergic to something or might need extra help with some task.
- We may need to share information about your child's health and wellbeing with the school nurse or educational support services.
- Maintain our accounts and records
- We may use CCTV to make sure the school site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your child's information to the Local Authority or Welsh Government. For example we may need to tell the local authority that your child attends our school or let them know if we have any concerns about your child's welfare.
- We may need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and other pupils at the school.
- Depending on where your child will go when they leave us we may need to provide their information to other schools through the LA. For example, we may share information about your child's assessment results. We may need to pass on information, which they may need to look after your child.
- We may need to share information with the police or the LA if something goes wrong or to help with an inquiry.
- Occasionally we may use consultants, experts and other advisors to assist school in fulfilling its obligations and to help run the school. We might need to share your child's information with them if this is relevant to their work.
- If your child have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share your child's academic and (where fair) their behaviour records with you or the LA.
- We will only share your child's information with other people and organisations when we have good reason to do so.

- Through the LAs monitoring systems, we will monitor your child's use of email, internet and electronic devices to ensure they adhere to the school's acceptable use of ICT policy.
- Sometimes we may use photographs or videos of your child for teaching purposes, for example, to record oracy activities, to celebrate achievement.
- We publish news on the website and put photographs and short reports in local newspapers to tell people about what we have been doing.

### **Who do we share pupil information with ?**

- The Local Education Authority and Welsh Government. We share pupil data on a statutory basis. We are required to share information about our pupils with the Local Authority.
- Schools that the pupils attend after leaving us.

### **We collect and use the following types of information**

- Name & personal details including contact details
- Student records
- Visual images

### **We may also collect and use the following special category information**

- Physical or Mental Health
- Racial or ethnic information
- Religious or other beliefs
- Offences or alleged offences(through DBS checks)

### **We collect this information from**

You

or

Partner organisations such as Wrexham Borough County Council

### **Where necessary or required we may share information with (only the minimum personal information will be shared)**

- School staff and the Governing Body
- Family, Carers and associates
- Healthcare professionals
- Social and Welfare Bodies
- Local Authorities

- Welsh Government
- Police Forces
- Courts
- Press and Media(celebrate school events/success)

## **Transfers**

Information is not transferred out of the Country however some information may be stored on Cloud Servers based in the LEA

## **The Lawful Basis for collecting information**

Information is collected on the basis we have a legal obligation to provide education service (Article 6(1)(b) General Data Protection Regulation

The task we carry out is a Public task in the Public Interest

Article 6(1)(e,)

Fundraising Activities are carried out

With your consent

Article 6(1)(a)

Or where we have a legitimate interest

Article 6(1)(f)

## **We apply the following principles where we use personal information**

(a) processed lawfully, fairly and in a transparent manner

(b) collected for specified, explicit and legitimate purposes ('purpose limitation');

(c) adequate, relevant and limited to what is necessary

(d) accurate and, where necessary, kept up to date;

(e) kept in a form which permits identification of data subjects for no longer than is necessary

(f) processed in a manner that ensures appropriate security of the personal data,

## **Legal obligation**

Where the school needs to use your child's information in order to comply with legal obligation, for example to report a concern about your child's wellbeing to Children's Services, we may also have to disclose your child's information to

third parties such as the courts, the local authority or the police where legally obliged to do so.

## Your Rights

The Regulation recognises 8 rights dependant on the lawful basis for processing

- Right to be informed
- Rights of access
- Right to rectification
- Right to erasure
- Right to restrict
- Right to Portability
- Right to object
- Rights over automated decision making & profiling

This notice forms part of your right to be informed. It explains how we look after your child's personal information. Please speak to the headteacher if you would like us to update the information we hold about your child, or, you would prefer that certain information is kept confidential.

Where information is used under Public Task you have the right to be informed, the rights to object and rectify

Under Consent all 8 rights are valid

## How long do we keep your information

We only keep your information as long as necessary Education Records are transferred to other schools when necessary. All information is retained in accordance with the IRMS toolkit for schools [www.irms.org.uk](http://www.irms.org.uk)

Data Protection Officer Welsh Government Cathays Park CARDIFF CF10 3NQ		Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Email Data.ProtectionOfficer@gov.Wales		Wales helpline: 029 20678400 <a href="http://www.ico.gov.uk">www.ico.gov.uk</a>
School Data Protection Officer GDBR Consultancy Ltd David Bridge david@gdbr.co.uk		

Details of the type of data held, who it is shared with and what it is used for are published by the school in a Fair Processing Notice.

For additional information or advice contact the school.

For more information about GDPR you can visit the [ico.org.uk](https://ico.org.uk) website