



PRIVACY NOTICE

What the Cwmbran High School, Torfaen County Borough Council and Welsh Government does with the Educational Information they hold on Children and Young People

To meet the requirements of the Data Protection Act 2018, schools are required to issue a Privacy Notice to children and young people and/or parents and guardians summarising the information held on record about children and young people, why it is held, and the third parties to whom it may be passed. This intention is to ensure that personal information is dealt with correctly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper or electronic files.

This Privacy Notice provides information about the collection and processing of children's or young people's personal and performance information by the Welsh Government, Torfaen County Borough Council Local Authority (LA) and Cwmbran High School.

The collection of personal information

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

The school processes the information it collects to administer the education it provides to children/young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children/young people, their parents and legal guardians;
- the organisation of educational events and trips;
- the planning and management of the school.
- Access to educational software packages, including the Cashless Catering System.

Welsh Government and Local Authority (LA)

The Welsh Government receives information on school pupils directly from schools normally as part of statutory data collection, which consists of the following:

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

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

The Welsh Government uses this personal information for research (carried out in a way that ensures individual children/young people cannot be identified) and 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 . Further information is on the Welsh Governments' use of personal data is set out within the Welsh Governments' Privacy Policy.

The LA also use personal information collected 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 a way that ensures individual children and young people cannot be identified.

Personal information held

The sort of personal information that will be held includes:

- biometric information such as photographs and fingerprints (for use with Cashless Catering Systems).
- personal details such as name, address, date of birth, child/young person identifiers and, photographs and contact details for parents and guardians;
- information on any special educational needs;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of children/young people (this is used only to prepare summary statistical analyses);
- details about children's/young people's immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep children/young people safe while in the care of the school, including dietary requirements (allergens);
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual children/young people where this is needed for the care of the child/young person.

Organisations which may share personal information

Information held by the school, LA and the Welsh Government on children/young people, their parents or legal guardians 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:

- other education and training bodies, including schools, when children/young people are applying for courses or training, transferring schools or seeking guidance on opportunities;
- bodies contracted to conduct research for the Welsh Government, LA and schools, 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 and other health and welfare organisations where there is a need to share information to protect and support individual children/young people;
- Management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;
- The Council and/or school approved suppliers of the schools' cashless system to ensure all pupils, parents/guardians with parental responsibility and school staff are able to use the system appropriately;
- The Education Achievement Service (EAS) to support regional statistical analysis, as required by Welsh Government;
- 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;
- the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics;
- Careers Wales in order to provide careers advice and to complete statistical analysis on pupil destinations.

Children and young people have certain rights under the Data Protection Act and UK GDPR, 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 13, children and young people have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent/guardian would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your child/young person's personal data, please contact the relevant organisation in writing.

Other information

The school, LA and Welsh Government place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security. The school, LA and Welsh Government will endeavour to ensure that information is kept accurate at all times and processed in accordance with our legal requirements.

Your rights under the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

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

- the right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to request that information is not processed.
- care. Such cases will be considered on an individual basis where the individual concerned is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner. Who enforces and oversees the Data Protection Act, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities.

There are two distinct rights of access to information held by schools about pupils:

1. Under UK GDPR, any individual has the right to make a request to access the personal information held about them.
2. The right of those entitled to have access to curricular and educational records, as defined within the Education Pupil Information (Wales) Regulations 2004.

Individual Rights

UK GDPR provides the following rights for individuals:

1. The right to be informed

The school will provide concise, transparent, intelligible and easily accessible information about the processing of personal information to individuals via the Privacy Notice. This is written in plain language and clearly sets out how personal information is processed within the school.

2. The right of access

The school will provide individuals with access to their personal and supplementary information; this is processed as a Subject Access Request. Subject Access Requests are free of charge and processed in line with the statutory requirements and timeframes.

3. The right to rectification

The school is committed to rectifying personal information if inaccurate or incomplete and notifying any relevant third parties of this.

The school will respond to a request for rectification within one month of receiving the request, if the request for rectification is deemed complex this will be responded to within two months.

If the school cannot take action in response to a request for rectification we will provide written explanation of this: an individual will then have a right to complain to the school's Data Protection Officer.

4. The right to erasure

The school will consider individual requests for deletion or removal of personal information where there is no compelling reason for its continued processing.

Schools will inform relevant third parties of erasure of personal information, unless it is impossible or involves disproportionate effort to do so.

5. The right to restrict processing

The school will ensure that data processing is restricted in any of the following circumstances:

- Where an individual contests the accuracy of personal information until the accuracy is verified.
- Where an individual has objected to the processing.
- When processing is unlawful.
- If the school no longer required to keep personal information but the individual requires the information in relation to a legal claim.

If data processing is restricted, the school will notify any relevant third parties.

6. The right to data portability

The school will comply with individual requests to data portability free of charge and within one month of receiving the request.

7. The right to object

The school will comply with individuals' right to object and will stop processing personal information unless there are compelling, legitimate grounds for processing or the processing is in relation to a legal claim.

8. Rights in relation to automated decision making and profiling

The school will not use automated decision making nor profile individuals.

The school clearly sets out within its Privacy Notice what information we collect/use and why it is relevant.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 2018 and UK GDPR, you should contact:

- Cwmbran High School, Ty Gwyn way, Fairwater, Cwmbran, NP44 4YZ; email: head.cwmbranhigh@torfaen.gov.uk
- Torfaen County Borough Council's Data Protection Officer at Civic Centre, Pontypool, NP4 6YB; email: calltorfaen@torfaen.gov.uk
- Welsh Government's Data Protection Officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ; email: Data.ProtectionOfficer@gov.wales
- the Information Commissioner's Office help line on 029 2067 8400 (Wales helpline) or 0303 414 6421 (UK helpline); information is also available from www.ico.gov.uk.