



Pencoed Comprehensive School and Penybont 6th Form College

Privacy Notice for Parents/Carers

This privacy notice explains why we need pupil information and what we do with it. We also provide a privacy notice for pupils.

A new law

There are rules on how to keep information safe and how it is shared. These rules are in **The Data Protection Act 1998**.

A new law called the **General Data Protection Regulation (GDPR)** came into effect on the 25th of May 2018.

It gives you more control over your information. It makes sure anyone collecting information has to:

- Be honest about why they want it
- Be clear about what they will do with it

Your Information

Schools collect information about pupils and their parents/carers/families and share the information with the relevant local authority, Welsh Government and other statutory authorities. We may receive information from a pupil's previous school, the Local Authority, the Welsh Government and examination bodies.

The categories of information about pupils that we collect, hold and share include:

- Personal information such as name, address, date of birth, unique pupil number (The Welsh Government will provide us with a unique learner number for each learner) For older students including those attending Penybont 6th Form College personal information may include contact details including mobile phone numbers and e-mail addresses.
- Relationships (such as names of parents/carers and any other relatives or contacts that are provided to the school) and contact details including phone number and e-mail addresses. (The School may use personal information to contact parents and carers by mobile phone or email).
- Characteristics (such as gender, ethnicity, first language, nationality, country of birth, religion and free school meal eligibility)
- The pupil's level of fluency in the Welsh language and how this has been assessed/provided
- Medical conditions / information (such as allergies) needed to keep pupils safe while in the care of the school
- Disability status
- School history
- Registration status and full-time or part-time status
- Information on additional learning needs
- Information on whether the pupil is in the care of the local authority
- Information on whether the pupil is receiving support from other agencies including information about the involvement of social services with individual pupils where this is needed for the care of the pupil
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Educational attainment and assessments including information on performance in internal and national assessments and examinations
- Any issues or problems arising at school and actions taken in response (such as behavioural issues, bullying, self-harm, exclusions etc.)
- Counselling information/records
- Financial information (such as school meal balance, payments for school trips)
- References, including those provided to UCAS when applying for University
- Images, which may include photographic images and CCTV images

Why we collect and use this information?

We collect this information for:

- the provision of education to our pupils
- monitoring and reporting on pupils' / students' educational progress
- the provision of welfare, pastoral care, and health services; ALN and transport requirements; exclusions and attendance
- the giving of support and guidance to pupils / students, their parents, carers and legal guardians
- the organisation of educational events and trips
- planning and management of the school
- recording of monetary payments to and from pupils/students and parents/guardians

We use the pupil information:

- To comply with the law
- To manage the school
- To keep learners safe
- To support pupil learning
- To monitor and report on pupil progress and attainment
- To provide health services, ALN and transport requirements and to manage exclusions and attendance
- To provide appropriate pastoral care and ensure wellbeing
- To give support and guidance to pupils, their parents or carers
- To celebrate success
- To assess how well we are doing as a school
- To organise educational events, activities and trips
- To record monetary payments to and from pupils/students and parents/guardians

The lawful basis on which we use this information

We collect and use pupil information under the **Education Act 1996 and associated regulations**.

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. We will seek your consent when asking for this information.

Storing pupil data

We hold pupil information until the pupil reaches his/her 25th birthday. Data will be held and shared in an appropriate and secure manner.

Who we share pupil information with

- Schools involved in transferring a pupil
- Other schools/settings that pupils attend
- Schools in the Pencoed Comprehensive School Cluster
- Bridgend County Borough Council
- Bridgend College (Penybont 6th Form College is delivered in partnership with Bridgend College through a Joint Governing Body)
- Welsh Government and agencies acting on its behalf
- Bodies doing research for the WG, LA and schools
- The Central South Consortium (this is the regional education consortium)
- Health providers and other statutory agencies
- Social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils
- Careers Wales
- South Wales Police and Youth Offending Teams
- Examination Boards
- Various regulatory bodies, such as ombudsmen, inspection authorities and Government initiatives, where the law requires that information be passed on.

Why we share pupil information

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

We are required by law to share some information about our pupils with Bridgend County Borough Council and Welsh Government, including through the PLASC Annual Census.

We share pupil information with Welsh Government and agencies acting on its behalf on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We also share pupils' information with the Welsh Government for the purposes of creating secure log-ins for the Hwb Platform, this is used when pupils access the National Personalised Assessment Tests.

Your rights

Requesting access to your personal data

Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold as a school. To make a request for your personal information, or to be given access to your child's educational record, please contact the Headteacher.

You have the right to:

- See any personal information we have about you
- Ask us to change any information that you think is wrong
- Ask us to not share your information, but this will not apply when we need to get support for the pupil or keep the pupil safe
- Ask us to remove information from our systems.

Pupils (subject to certain limitations) and parents/carers 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
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

You can complain if you think we are not respecting your rights.

You can seek help from the Information Commissioner's Office (ICO). The contact details are:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Tel: **01625 545 745** or **0303 123 1113**

www.ico.gov.uk

Contact

If you would like to discuss anything in this privacy notice or if you have concerns about the accuracy of personal information held, please contact the headteacher or the school's Data Protection Officer (DPO).