



Pencoed Comprehensive School and Penybont 6th Form College

Privacy Notice for Pupils

This privacy notice explains why we need your information and what we do with it. We also provide a Privacy Notice for your Parents/Carers.

A new law

There are rules on how to keep information safe and how it's 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.

What information about you do we collect?

The information we collect about you includes:

- Personal details, like your name, address, gender and date of birth
- Other information about you like where you were born, your ethnicity, what your religion is and what languages you speak
- Your Unique Pupil Number (the Welsh Government provides us with a unique learner number for each pupil)

- The names and contact numbers of your parents or anyone who is caring for you and possibly other close family members and friends.(The school may use personal information to contact your parents and carers by mobile phone or email)
- Details of your health, including anything that you may not be able to do, any foods that you shouldn't eat because they might make you ill and any medication that you take, this is needed to keep you safe while in school or on a school trip
- Information about any disability you have
- What schools you go to or used to go to
- Whether you need extra help with your learning, including if you have Additional Learning Needs (ALN)
- Whether you get help from social services or other organisations
- Details of your attendance at school and what has been done to help you if you have any problems with attending school
- Information about how you are getting on with your learning and your lessons including the results of your school assessments and tests, national tests or examination results including GCSE, BTEC,AS and A level examinations and any targets we may set for you.
- Whether you have had or are having any issues or problems at school, such as behaviour issues, bullying, being excluded from school, and what has been done to help and support you including counselling information or records
- Information about your school meals, such as whether you have a packed-lunch or a school meal or if you are entitled to free school meals
- Photos and videos of you, including use of the school's CCTV system.

For older students, including those attending the Penybont 6th Form College personal information may include contact details such as mobile phone numbers and e-mail addresses.

All this information helps us know who you are.

There are laws that make it necessary for us to collect most of the information about you. However, there is some information that we ask to give us but you don't have to. **We will tell you if you have to give us information or if you have a choice whether to give us the information. Some of this information may also be provided by your parents/carers with their consent.**

What do we do with your information?

We use your information to provide you with what you need as a learner:

- To support your learning
- To check how you are getting on in your learning and provide information to you and your parents/carers on your progress and attainment
- To support your health and wellbeing in school and to keep you safe

We also use your information:

- To make sure that we follow the law
- To help us do the best for all our pupils in managing the school and supporting your learning
- To celebrate success and to assess how well we are doing as a school
- To organise educational activities and trips and record any payments made

We keep your information until you reach your 25th birthday. Your data will be held and shared in an appropriate and secure manner.

We share your information when this is required by law or is necessary.

We will share your information with organisations that are listed in the law. The list includes:

- Any new school you go to, so that school can get to know who you are and what you need
- Careers Wales, so that you get the right training for work
- Welsh Government, Bridgend County Borough Council, Central South Consortium and other organisations, to check that we are doing the best we can for our pupils.
- Examination bodies
- Health providers, this will help us ensure you get the appropriate health care including involvement in immunisation programmes
- Social Services and other organisations when we need to protect and support you
- South Wales Police and Youth Offending Teams

We may also provide references for you, for example, when you apply through UCAS for a University Place. If you attend Penybont 6th Form College your information may be shared with Bridgend College as Penybont 6th Form is delivered in partnership with Bridgend College through a Joint Governing Body)

We do not share your information with anyone outside school without you agreeing that we can do so, unless the law allow us to do so.

We will also share your information with the Welsh Government for the purposes of creating secure log-ins for you on the Hwb Platform, this is so that you can access the National Personalised Assessment Tests online.

Your rights

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 you support that we think you need or to keep you safe
- Ask us to remove information from our systems

To ask for any of personal information or to see your school record, please speak to your Head of House, the Head of Penybont 6th Form College, the Headteacher or the School Manager.

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

Thank you for reading this. If you would like to discuss anything in this privacy notice, please contact your Head of House, the Head of Penybont 6th Form or the School Manager (The School Data Protection Officer)