



# The Federated Schools of the Upper Afan Valley

## Privacy Notice

### How we use pupil information

In order to effectively support your child's wellbeing and progress at The Federated Schools of the Upper Afan Valley we will be required to gather a range of personal data. This Privacy Notice outlines to you the data we collect and how it is processed by the school in line with the General Data Protection Regulations (GDPR). As a parent, you have the right to make decisions about your child's personal data until they are 16 years of age.

Please could you read the document and keep for your information. Could you sign and date the final "Privacy Notice Agreement" at the end of the document and return this to school for our records that you have given consent for the data we hold in school.

For the purposes of this information the School will be classed as a Data Controller in line with the General Data Protection Regulations 2018 and any subsequent data protection legislation.

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

- Personal information (such as name, unique pupil number and address, photographs)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as tests, national literacy and numeracy tests, end of key stage levels and reports)
- Relevant medical information (provided on medical cards)
- Behaviour information (such as incidents in class or around the school and the action taken)
- Exclusions (all fixed term exclusions are noted)
- Additional Learning Needs (such as IEPs, educational psychology reports and information used to support a pupil in their education)
- Safeguarding information (such as information on welfare, child protection and information on those pupils who are looked after, CCTV footage)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## The lawful basis on which we use this information

We ensure that the basis on which we collect and process personal and sensitive data is lawful under Article 6 and Article 9 of the GDPR from 25 May 2018.

### Article 6, GDPR

**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests:** the processing is necessary to protect someone's life.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

### Article 9, GDPR

As special category data is more sensitive so it needs more protection. For example, information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation.

## 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 and any subsequent Data Protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We will hold pupil data for as long as necessary. This will vary depending on the type of data we hold.

## Who we share pupil information with

We routinely share pupil information with:

- Welsh Government
- our local authority
- Estyn
- Capita Sims (Management Information System)
- Consortium (ERW)
- Careers Wales
- NHS
- schools / colleges that the pupil's attend after leaving us

We also share data with third parties to support your child whilst at school:

- Data for attainment (Alps, FFT Aspire, GL Assessment, Examination Boards [WJEC])
- Data for teaching and learning (Iris Connect, PiXL, Library system, Rapid Reading)
- Data for access to Hwb (including Google and Microsoft)
- Data for access to cloud based resources (Apple)
- Data for cashless system (ParentPay)
- Data for catering system (Nationwide)
- Data for text service (Teachers2parents)
- Data for Safeguarding (Children's Services and the Police)
- Data for Additional Learning Needs (ALN) (local authority support services inc. Educational Psychologist)
- Data for medical support (Medical Cards, Risk Assessments, Health Care Plans and Accident Reports)

There may be other occasions where we will share data with a third party:

- School Educational Visits (Travel Companies / Flights)
- External Competitions (Swans Community Trust Programme)

Please note that some of these third parties are only applicable to your child where appropriate. We will ensure Data Sharing Agreements are in place for all third parties. We will also inform you of any additional third parties as and when they occur.

All the personal data we process is processed by our staff in the United Kingdom. For the purposes of IT hosting and maintenance this information is located on servers within the European Union.

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Welsh Government under The Education (Information About Individual Pupils) (Wales) Regulations 2013.

## Data collection requirements:

To find out more about the data collection requirements placed upon us by the Welsh Government (for example; via; Pupil Level Annual School Census (PLASC)) go to [www.gov.wales/School Data](http://www.gov.wales/School Data)

## The National Pupil Database (NPD)

The development of a National Pupil Database for Wales was a central objective of the Welsh Assembly's Information Management Strategy (IMS) for schools, Local Education Authorities, and Post 16 providers. The National Pupil Database is owned and managed by the Welsh Government and contains information about pupils in schools in Wales. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Welsh Government. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the Welsh Government as part of statutory data collections such as the Pupil Level Annual School Census (PLASC) linked to the pupil's attainment data relating to both statutory key stage assessments and external examinations such as GCSEs. Some of this information is then stored in the NPD. The law that allows this is The Education (Information About Individual Pupils) (Wales) Regulations 2013.

To find out more about the NPD, go to The Education (Information About Individual Pupils) (Wales) Regulations 2013: <http://www.legislation.gov.uk/uksi/2013/2094/made>

The Welsh Government may share information about our pupils from the NPD with third parties who promote the education or well-being of children in Wales by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The NPD is a secure website, with access restricted to authorised users only. Access to the database is strictly controlled via allocated User IDs and passwords. Individuals wishing to apply for access to the NPD will be required to complete an application form to determine their level of permissions. Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed. Any analysis produced must follow Welsh Government disclosure rules to ensure that individual pupils cannot be identified.

Further information can be found by accessing the IMS web pages at: [www.wales.gov.uk/ims](http://www.wales.gov.uk/ims)

For research purposes wider than education, Welsh Government will use techniques that ensure the data are anonymised before any research takes place. Sharing of anonymised data is outside of the GDPR.

Further information can be found on the website at: [www.gov.wales/School Data](http://www.gov.wales/School Data)

## Requesting access to your personal data

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 Headteacher**

You 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

In the event you wish to withdraw your consent to use of this information or amend any information you may notify the School at any time who will consider any request.

There is some information to which we must hold by virtue of our legal requirements and any failure to give this information or to provide accurate information could render you liable to legal proceedings.

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact the Headteacher who will investigate the matter.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

**Mr Cedric Burden**  
**Acting Headteacher**  
**01639 850237**



## **The Federated Schools of the Upper Afan Valley**

### **Privacy Notices**

#### **Agreement**

#### **Where the data processing is as a result of a legal obligation (i.e. Education legislation etc.)?**

In signing this form I hereby agree to the personal information contained in this document being used by The Federated Schools of the Upper Afan Valley in respect of provisions to which The Federated Schools of the Upper Afan Valley is legally obliged to collect and process.

The Federated Schools of the Upper Afan Valley is the data controller for personal information referred to in this Privacy Notice. Your information will be used in the exercise of our official authority pursuant and as prescribed by statute and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary.

Failure to provide valid information may affect the nature of the services that The Federated Schools of the Upper Afan Valley is able to undertake.

In the event of any queries regarding use of your personal data, wish to have access to the same, or to make any complaint regarding the collection please contact the Headteacher.

#### **Where the data process is based on a task carried out in the public interest (provision of education and other related issues)?**

In signing this form I hereby agree to the personal information contained in this form being used by The Federated Schools of the Upper Afan Valley.

The Federated Schools of the Upper Afan Valley is the data controller for personal information you provide on this form. Your information will be used in the exercise of our official authority (as prescribed by statute) and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify The Federated Schools of the Upper Afan Valley at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact the Headteacher.

#### **Where the data processing is as a result of an agreement (i.e. After School Club provision, sports clubs, library membership etc)?**

In signing this form I hereby agree to the personal information contained in this form being used by The Federated Schools of the Upper Afan Valley.

The Federated Schools of the Upper Afan Valley is the data controller for personal information referred to in this Privacy Notice. The information is gathered for the purposes of attainment, attendance and behaviour, teaching and learning, access to Hwb, access to cloud based resources, cashless system, catering system and for the text service to parents. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify the The Federated Schools of the Upper Afan Valley at any time. Please note that in the event your consent is withdrawn, The Federated Schools of the Upper Afan Valley will be unable to perform the services to which this agreement has been entered into.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact the Headteacher.

**Where the data process is based on the consent of the individual being given (opinion polls, consultation exercises and other types of data gathering)?**

In signing this form I hereby agree to the personal information contained in this document being used by The Federated Schools of the Upper Afan Valley.

The Federated Schools of the Upper Afan Valley is the data controller for personal information you provide on this form. The information is gathered for the purposes of attainment, attendance and behaviour, teaching and learning, access to Hwb, access to cloud based resources, cashless system, catering system and for the text service to parents. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify the The Federated Schools of the Upper Afan Valley at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact The Federated Schools of the Upper Afan Valley.

**Name of pupil:** .....

**Date of birth:** .....

**Name of parent / guardian:** .....

**Signature of parent / guardian:** .....

**Date:** .....