

**Ysgol Cedewain**

**Privacy Notice**

**(General Data Protection Regulations)**

**(September 2018)**

# Powys School / Early Years Provider Privacy Notice

In accordance with General Data Protection Regulation (GDPR) this notice sets out what your School, (**The School**) the Local Authority (Powys County Council) and the Welsh Government does with the education related information that it receives about Children and Young People.

1. **Background**

The **School** collects information about children and young people and their parents or legal guardians when children and 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 or early years providers when children and young people transfer.

The **School** processes the information it collects to administer the education it provides to children and 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 and young people, their parents and legal guardians;
* the organisation of educational events and trips and to inform you about events and other things happening in the school
* to keep children safe (food allergies, or emergency contact details)
* the planning and management of the school

**Powys County Council** collects information about children and young people and their parents or legal guardians when children and young people apply for admission to the **School**. The local authority also has access to data collected by the **School** for the same reasons listed above and for the following additional purposes:

* to monitor, challenge and provide support to schools to improve performance and set credible targets
* to support schools in the services delivered to children and young people
* to inform and support services provided by the Children and Young People’s Partnership (CYPP) and the Powys Youth Service to young people and their families
* to carry out research and inform policy decisions including funding for schools and early years providers
* to monitor the quality and scope of data held by schools and provide support to ensure the data held about children and young people is accurate and up-to-date

Upon receipt of the information from your **School** the Local Authority (Powys County Council) also becomes the Data Controller.

Our lawful basis for collecting and processing pupil information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

1. Data subject gives consent for one or more specific purposes.
2. Processing is necessary to comply with the legal obligations of the controller.
3. Processing is necessary to protect the vital interests of the data subject.
4. Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

1. The data subject has given explicit consent.
2. It is necessary to fulfil the obligations of controller or of data subject.
3. It is necessary to protect the vital interests of the data subject.
4. Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
5. Reasons of public interest in the area of public health
6. It is in the public interest

As data controllers, the **School** and Powys County Council use the information received for the purposes listed to enable them to carry out data processing necessary for the performance of a task carried out in the public interest and in the exercise of official authority.

In addition, the **Welsh Government** receives information on pupils directly from schools normally as part of statutory data collections which consists of the following:

* Post-16 data collection
* 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 Authorities also receive information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level which comes from Schools and /or Awarding Bodies (e.g. WJEC).

1. **What information is held by the School and Powys County Council?**

The sort of personal information that will be held includes:

* personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians; photographs
* characteristics (such as ethnicity, language, and free school meal eligibility)
* details about children’s and young people’s immigration status (this is used only to prepare summary statistical analyses);
* safeguarding information (such as court orders and professional involvement)
* special educational needs (including the needs and ranking)
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as key stage and results, post 16 courses enrolled for and any relevant results)
* behavioural information (such as exclusions and any relevant alternative provision put in place)
* information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person
* We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Welsh Government.

1. **Who does the School and Powys County Council share your information with?**

Information held by the **School** and Powys County Council on children and 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:

1. other education and training bodies, including schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities;
2. bodies doing research for the Welsh Government, LA and schools as long as steps are taken to keep the information secure;
3. central and local government for the planning and provision of educational services;
4. social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people; including Police Forces, Courts and Tribunals and security organisations.
5. Management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;
6. The Council’s approved suppliers of the schools ‘cashless’ system to ensure all pupils, parents & guardians with parental responsibility and school staff are able to use it as appropriate;
7. Powys Teaching Health Board to support the provision of an effective School Nurse Service and other related health services for young people and their families;
8. FFT Education Research Trust (<https://fft.org.uk/about-fft/>) for the maintenance of the secure on-line FFT Aspire resource for schools enabling thorough self-evaluation using extensive progress measures and effective target-setting for pupil achievement;
9. GL Assessment (<https://www.gl-assessment.co.uk/about-us/>) for the administration of annual cognitive ability tests (CATs) and other similar diagnostic tools to support individual learning;
10. The South West and Mid-Wales Education Consortium (ERW) to support regional statistical analysis as required by Welsh Government;
11. 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;
12. The Office of National Statistics (ONS) in order to improve the quality of migration and population statistics.

Information is also shared with Careers Wales in accordance with the provisions laid down in The Education Act 1997 (Section 43 & 44) and The Learning & Skills Act 2000 (Sections 123 & 138).

***Sharing personal information with curriculum-based software suppliers***

The **School** may provide limited personal (but not sensitive) information to external companies providing a curriculum-based resource (which may be on-line) which is deemed to have educational value. In these circumstances the **School** will ensure that all reasonable precautions are taken to preserve the security of the data in line with current legislation and that the external supplier meets all legal requirements regarding the handling of this data as specified in a formal written agreement between the **School** and the supplier.

The **School** will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom unless it is protected by the enhanced security arrangements associated with the Welsh Government’s digital learning platform – ‘Hwb’. Details are available at: <https://hwb.gov.wales/privacy>

**Companies and their applications currently used by the School in this way are:**

1. *Active Learn Primary – educational resources*
2. *Classroom Monitor - attainment tracking*
3. *Hwb & additional services*
4. *Parentmail – email and messaging service*
5. *SeeSaw – online learning journal*
6. *Sleuth – behaviour tracking service*
7. **How long will this data be kept?**

Your **School,** Powys County Council and Welsh Government will keep this data until the pupil’s 25th birthday or for the duration of the criteria which underpin the statutory regulation. After this point the data will be anonymised in line with best practices and used only for statistical and research purposes.

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 1.1 | Child protection files | Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004 | Date of birth + 25 years | Secure disposal |
| 1.2 | Allegation of child protection nature against a member of staff, including where the allegation is unfounded | Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 | Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer | Secure disposal |

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|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 2.1 | Minutes - |  |  |  |  |
| 2.1a | Principal set (signed) | No |  | Permanent | Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere. |
| 2.1b | Inspection copies | No |  | Date of meeting + 3 years | Secure disposal |
| 2.2 | Agendas | No |  | Date of meeting | Secure disposal |
| 2.3 | Reports | No |  | Date of report + 6 years | Retain in school for 6 years from report date. Can consider archiving/storing anything important. |
| 2.4 | Annual parents' meeting papers | No |  | Date of meeting + 6 years | Retain in school for 6 years from meeting date. Can consider archiving/storing anything important. |
| 2.5 | Instruments of Government | No |  | Permanent | Retain in school whilst school open. Can then be archived/stored elsewhere. |
| 2.6 | Trusts and Endowments | No |  | Permanent | Retain in school whilst operationally required. Can then be archived/stored elsewhere. |
| 2.7 | Action plans | No |  | Date of action plan + 3 years | Secure disposal |
| 2.8 | Policy documents | No |  | Expiry of policy | Retain in school whilst policy operational (this includes if the expired policy is part of a past decision making process). |
| 2.9 | Complaints files | Yes |  | Date of resolution of complaint + 6 years | Review for further retention in the case of contentious disputes. Secure disposal. |
| 2.10 | Annual reports required by Dept of Education | No | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI2002 No1171 | Date of report + 10 years | Secure disposal |
| 2.11 | Proposals for schools to become or be established as Specialist Status schools | No |  | Current year + 3 years | Secure disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 3.1 | Log books | Yes | Date of last entry in book + 6 years | Secure disposal |
| 3.2 | Minutes of the senior management team and other internal administrative bodies | Yes | Retain in school for 5 years from meeting date. Can consider archiving/storing anything important. |  |
| 3.3 | Reports made by the head teacher or management team | Yes | Date of report + 3 years |  |
| 3.4 | Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes | Closure of file + 6 years |  |
| 3.5 | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | No/Yes | Date of correspondence + 3 years |  |
| 3.6 | Professional development plans | Yes | Closure + 6 years |  |
| 3.7 | School development plans | No | Closure + 6 years |  |
| 3.8 | Admissions - if the admission is successful | Yes | Admission + 1 year |  |
| 3.9 | Admissions - if the appeal is unsuccessful | Yes | Resolution of case + 1 year |  |
| 3.10 | Admissions - secondary schools - casual | Yes | Current year + 1 year |  |
| 3.11 | Proof of address supplied by parents as part of the admissions process | Yes | As the corresponding admission record |  |
| 3.12 | Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process | Yes | As the corresponding admission record |  |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 4.1 | Admission registers | Yes | Retain in school for 7 years from entry. | Can consider archiving these records if have the facility. |
| 4.2 | Attendance registers | Yes |  | Secure disposal |
| 4.3 | Pupil files retained in schools | Yes |  |  |
| 4.3a | Primary | Yes |  | Transfer to the secondary school (or other primary school) when the child leaves the school. |
| 4.3b | Secondary | Limitation Act 1980 | Date of birth + 25 years | Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal |
| 4.4 | Pupil files | Yes |  |  |
| 4.4a | Primary | Yes | Retain for time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. |
| 4.4b | Secondary | Yes | Date of birth + 25 years | Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal |
| 4.5 | Special Educational Needs files, reviews and individual education plans | Yes | Date of birth + 25 years | Secure disposal |
| 4.6 | Correspondence relating to authorised absence and issues | Yes | Date of absence + 2 years | Secure disposal |
| 4.7 | Examination results |  |  |  |
| 4.7a | Public | No | Year of examination + 6 years | Secure disposal |
| 4.7b | Internal examination results | Yes | Current year + 5 years | Secure disposal |
| 4.8 | Any other records created in the course of contact with pupils | Yes/No | Current year + 3 years | Review at the end of 3 years and retain with pupil file if necessary. Secure disposal |
| 4.9 | Statement maintained under the Education Act 1996 Section 324 | Special Educational Needs and Disability Act 2001 Section 1 | Date of birth + 30 years | Secure disposal unless legal action is pending |
| 4.10 | Proposed statement or amended statement | Special Educational Needs and Disability Act 2001 Section 1 | Date of birth + 30 years | Secure disposal unless legal action is pending |
| 4.11 | Advice and information to parents regarding educational needs | Special Educational Needs and Disability Act 2001 Section 2 | Closure + 12 years | Secure disposal unless legal action is pending |
| 4.12 | Accessibility strategy | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years | Secure disposal unless legal action is pending |
| 4.13 | Parental permission slips for school trips, where there has been no major incident |  | Conclusion of the trip | Secure disposal unless legal action is pending |
| 4.14 | Parental permission slips for school trips, where there has been a major incident | Limitation Act 1980 | Date of birth of pupil involved in the incident + 25 years | Secure disposal. Permission slips for all pupils on trip need to be retained for period to show that the rules had been followed for all pupils. |
| 4.15 | Records created by schools to obtain approval to run an educational visit outside the classroom, primary schools | 3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998) | Date of visit + 14 years | Secure disposal |
| 4.16 | Records created by schools to obtain approval to run an educational visit outside the classroom, secondary schools | 3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998) | Date of visit + 10 years | Secure disposal |
| 4.17 | Walking bus registers | Yes |  | Date of register + 3 years |

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|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period |
| 5.1 | School development plan | No |  | Current year + 6 years |
| 5.2 | Curriculum returns | No |  | Current year + 3 years |
| 5.3 | Schemes of work | No |  | Current year + 1 year |
| 5.4 | Timetable | No |  | Current year + 1 year |
| 5.5 | Class record books | Yes/No |  | Current year + 1 year |
| 5.6 | Mark books | Yes/No |  | Current year + 1 year |
| 5.7 | Record of homework set | No |  | Current year + 1 year |
| 5.8 | Pupils' work | Yes |  | Current year + 1 year |
| 5.9 | Examination results | Yes |  | Current year + 6 years |
| 5.10 | SATs records, examination papers and results | Yes |  | Current year + 6 years |
| 5.11 | PAN reports | Yes |  | Current year + 6 years |
| 5.12 | Value added and contextual data | Yes |  | Current year + 6 years |
| 5.13 | Self-evaluation forms | Yes |  | Current year + 6 years |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 6.1 | Timesheets, sick pay | Financial Regulations | Current year + 6 years | Secure disposal |
| 6.2 | Staff personnel files |  | Termination + 25 years | Secure disposal |
| 6.3 | Interview notes and recruitment records |  | Date of interview notes + 6 months if unsuccessful. If successful place in personnel file. | Secure disposal |
| 6.4 | Pre-employment vetting information (including CRB checks) | CRB guidelines | Date of check + 6 months | Secure disposal |
| 6.5 | Disciplinary proceedings |  | Date of warning + 6 months | Secure disposal |
| 6.5a | Oral warning |  | Date of warning + 6 months | Secure disposal |
| 6.5b | Written warning - level one |  | Date of warning + 6 months | Secure disposal |
| 6.5c | Written warning - level one |  | Date of warning + 12 months | Secure disposal |
| 6.5d | Final warning |  | Date of warning + 18 months | Secure disposal |
| 6.5e | Case not found |  | If child protection see 1.2, otherwise destroy immediately | Secure disposal |
| 6.6 | Records relating to accident/injury at work |  | Date + 12 years.  In case of serious accidents, a further retention period will need to be applied. | Secure disposal |
| 6.7 | Annual appraisal and assessment records |  | Current year + 5 years | Secure disposal |
| 6.8 | Salary cards |  | Last date of employment + 85 years | Secure disposal |
| 6.9 | Maternity pay records | Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI 1999/567) | Current year + 3 years | Secure disposal |
| 6.10 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 |  | Current year + 6 years | Secure disposal |
| 6.11 | Proofs of identity collected as part of the process for checking "portable" enhanced CRB disclosure |  | Where possible these should be checked and a note/copy of what was checked placed on personnel file. If felt necessary to keep any documentation this should also be placed in personnel file. | Secure disposal of notes/copies and return of originals. |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 7.1 | Accessibility plans | Disability Discrimination Act | Current year + 6 years | Secure disposal |
| 7.2 | Accident reporting | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 |  | Secure disposal |
| 7.2a | Adults | Yes | Date of incident + 7 years | Secure disposal |
| 7.2b | Children | Yes | Date of birth of child + 7 years | Secure disposal |
| 7.3 | COSHH | Control of Substances Hazardous to Health 2002 | Current year + 10 years | Where appropriate an additional retention period may be allocated. Secure disposal |
| 7.4 | Incident reports | Yes | Current year + 20 years | Secure disposal |
| 7.5 | Policy statements |  | Date of expiry + 1 year | Secure disposal |
| 7.6 | Risk assessments |  | Current year + 3 years | Secure disposal |
| 7.7 | Process of monitoring areas where employees and persons are likely to have come in contact with asbestos |  | Last action + 40 years | Secure disposal |
| 7.8 | Process of monitoring areas where employees and persons are likely to have come in contact with radiation |  | Last action + 50 years | Secure disposal |
| 7.9 | Fire precautions log book |  | Current year + 6 years | Secure disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 8.1 | Employer's liability certificate |  | Closure of school + 40 years | Secure disposal |
| 8.2 | Inventories of equipment and furniture |  | Current year + 6 years | Secure disposal |
| 8.3 | General file series |  | Current year + 5 years | Review to see if further retention period required. Secure disposal |
| 8.4 | School brochure or prospectus |  | Current year + 3 years | Disposal |
| 8.5 | Circulars (staff, parents, pupils) |  | Current year + 1 year | Review to see if further retention period required. Secure disposal |
| 8.6 | Newsletters, ephemera |  | Current year + 1 year | Review to see if further retention period required. Secure disposal |
| 8.7 | Visitors book |  | Current year + 2 year | Review to see if further retention period required. Secure disposal |
| 8.8 | PTA/Old Pupils Associations |  | Current year + 6 years | Review to see if further retention period required. Secure disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 9.1 | Annual accounts | Financial Regulations | Current year + 6 years | Secure disposal |
| 9.2 | Loans and grants | Financial Regulations | Date of last payment on loan + 12 years | Secure disposal |
| 9.3 | Contracts |  |  |  |
| 9.3a | Under seal |  | Contract completion date + 12 years | Secure disposal |
| 9.3b | Under signature |  | Contract completion date + 6 years | Secure disposal |
| 9.3c | Monitoring records |  | Current year + 2 years | Secure disposal |
| 9.4 | Copy orders |  | Current year + 2 years | Secure disposal |
| 9.5 | Budget reports, budget monitoring etc. |  | Current year + 3 years | Secure disposal |
| 9.6 | Invoice, receipts and other records covered by the Financial Regulations |  | Current year + 6 years | Secure disposal |
| 9.7 | Annual budget and background papers |  | Current year + 6 years | Secure disposal |
| 9.8 | Order books and requisitions |  | Current year + 6 years | Secure disposal |
| 9.9 | Delivery documentation |  | Current year + 6 years | Secure disposal |
| 9.10 | Debtors' records | Limitations Act | Current year + 6 years | Secure disposal |
| 9.11 | School fund - Cheque books |  | Current year + 3 years | Secure disposal |
| 9.12 | School fund - Paying in books |  | Current year + 6 years | Secure disposal |
| 9.13 | School fund - Ledger |  | Current year + 6 years | Secure disposal |
| 9.14 | School fund - Invoices |  | Current year + 6 years | Secure disposal |
| 9.15 | School fund - Receipts |  | Current year + 6 years | Secure disposal |
| 9.16 | School fund - Bank statements |  | Current year + 6 years | Secure disposal |
| 9.17 | School fund - School journey books |  | Current year + 6 years | Secure disposal |
| 9.18 | Student grant applications |  | Current year + 3 years | Secure disposal |
| 9.19 | Free school meals registers |  | Current year + 6 years | Secure disposal |
| 9.20 | Petty cash books |  | Current year + 6 years | Secure disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 10.1 | Title deeds |  | Permanent | These should follow the property |
| 10.2 | Plans |  | Permanent | Retain in school whilst operational. Can then be archived/stored elsewhere. |
| 10.3 | Maintenance and contractors | Financial Regulations | Current year + 6 years | Secure disposal |
| 10.4 | Leases |  | Expiry of lease + 6 years | Secure disposal |
| 10.5 | Lettings |  | Current year + 3 years | Secure disposal |
| 10.6 | Burglary, theft and vandalism report forms |  | Current year + 6 years | Secure disposal |
| 10.7 | Maintenance log books |  | Last entry + 10 years | Secure disposal |
| 10.8 | Contractors' reports |  | Current year + 6 years | Secure disposal |

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|  | Basic File Description | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 11.1 | Secondary transfer sheets (primary) | Yes | Current year + 2 years | Secure disposal |
| 11.2 | Attendance returns | Yes | Current year + 1 year | Secure disposal |
| 11.3 | Circulars from LEA | Yes | Whilst required operationally | Review to see if further retention period required. Disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 12.1 | HMI reports |  | These do not need to be kept any longer | Secure disposal |
| 12.2 | ESTYN reports and papers |  | Replace former report with new inspection report | Review to see if further retention period required. Secure disposal |
| 12.3 | Returns |  | Current year + 6 years | Secure disposal |
| 12.4 | Circulars from Department of Education |  | Whilst required operationally | Review to see if further retention period required. Disposal |

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|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 13.1 | Service level agreements |  |  | Until superseded | Secure disposal |
| 13.2 | Work experience agreement | Yes |  | Date of birth of child + 18 years | Secure disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 14.1 | Dinner register |  | Current year + 3 years | Secure disposal |
| 14.2 | School meals summary sheets |  | Current year + 3 years | Secure disposal |

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| Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
| 15.1 | Day books | Yes | Current year + 2 years | Review to see if further retention period required. Secure disposal |
| 15.2 | Reports for outside agencies - where the report has been included on the case file created by the outside agency | Yes | Whilst the child is attending the school | Secure disposal |
| 15.3 | Referral forms | Yes | While the referral is current | Secure disposal |
| 15.4 | Contact data sheets | Yes | Current year then review | If contact is no longer active secure disposal |
| 15.5 | Contact database entries | Yes | Current year then review | Secure disposal |
| 15.6 | Group registers | Yes | Current year + 2 years | Secure disposal |

1. **Your rights under the GDPR**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request (SAR). Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and we hold information about you or your child, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you or your child
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form

You also have the right to:

* Require the School or Powys County Council to rectify any inaccuracies in that data;
* The right (in some circumstances) to object to processing on grounds relating to your particular situation;
* The right to restrict processing (in some circumstances)
* Lodge a complaint with the Information Commissioner who is the independent regulator for data protection.

For further information about the information which your school and Powys County Council holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

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| Your School: | Ysgol Cedewain |
| Phone: | 01686 627454 |
| Email Address: | office@cedewain.powys.sch.uk |
| Powys County Council: | Data Protection Schools  Information Compliance Team  County Hall  Llandrindod Wells  Powys LD1 5LG |
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To contact the Information Commissioner’s Office, please see details below:

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| Information Commissioner’s Office: | Wycliffe House Water Lane Wilmslow, Cheshire SK9 5AF |
| Telephone - Helpline: | 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline) |
| Website: | [www.ico.org.uk](http://www.ico.org.uk) |