



**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:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to comply with the legal obligations of the controller.
- c) Processing is necessary to protect the vital interests of the data subject.
- d) 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:

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

## **2. 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.

## **3. 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:

- 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;
- bodies doing research for the Welsh Government, LA and schools as long as steps are taken to keep the information 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 and

young people; including Police Forces, Courts and Tribunals and security organisations.

- Management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;
- 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;
- 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;
- 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;
- 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;
- The South West and Mid-Wales Education Consortium (ERW) 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.

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:**

- a) *Active Learn Primary – educational resources*
- b) *Classroom Monitor - attainment tracking*
- c) *Hwb & additional services*
- d) *Parentmail – email and messaging service*
- e) *SeeSaw – online learning journal*
- f) *Sleuth – behaviour tracking service*

**4. How long will this data be kept?**

Your **School**, Powys County Council and Welsh Government will keep this data until the pupil's 25<sup>th</sup> 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.

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

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

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.
<b>3.3</b>	Reports made by the head teacher or management team	Yes	Date of report + 3 years
<b>3.4</b>	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
<b>3.5</b>	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
<b>3.6</b>	Professional development plans	Yes	Closure + 6 years
<b>3.7</b>	School development plans	No	Closure + 6 years
<b>3.8</b>	Admissions - if the admission is successful	Yes	Admission + 1 year
<b>3.9</b>	Admissions - if the appeal is unsuccessful	Yes	Resolution of case + 1 year
<b>3.10</b>	Admissions - secondary schools - casual	Yes	Current year + 1 year
<b>3.11</b>	Proof of address supplied by parents as part of the admissions process	Yes	As the corresponding admission record
<b>3.12</b>	Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process	Yes	As the corresponding admission record

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
<b>4.1</b>	Admission registers	Yes	Retain in school for 7 years from entry.	Can consider archiving these records if have the facility.
<b>4.2</b>	Attendance registers	Yes		Secure disposal
<b>4.3</b>	Pupil files retained in schools	Yes		
<b>4.3a</b>	Primary	Yes		Transfer to the secondary school (or other primary school) when the child leaves the school.
<b>4.3b</b>	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
<b>4.4</b>	Pupil files	Yes		
<b>4.4a</b>	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.
<b>4.4b</b>	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
<b>4.5</b>	Special Educational Needs files, reviews and individual education plans	Yes	Date of birth + 25 years	Secure disposal
<b>4.6</b>	Correspondence relating to authorised absence and issues	Yes	Date of absence + 2 years	Secure disposal
<b>4.7</b>	Examination results			
<b>4.7a</b>	Public	No	Year of examination + 6 years	Secure disposal
<b>4.7b</b>	Internal examination results	Yes	Current year + 5 years	Secure disposal
<b>4.8</b>	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
<b>4.9</b>	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
<b>4.10</b>	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
<b>4.11</b>	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
<b>4.12</b>	Accessibility strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	Secure disposal unless legal action is pending
<b>4.13</b>	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

	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

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"		Where possible these should be checked and a note/copy of what was checked placed on personnel file. If felt necessary to	Secure disposal of notes/copies and return of originals.

enhanced CRB disclosure	keep any documentation this should also be placed in personnel file.
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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

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

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

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

Basic File Description	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
11.1	Yes	Current year + 2 years	Secure disposal
11.2	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

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

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

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

## 5. 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:

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

To contact the Information Commissioner's Office, please see details below:

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)