



Cilffriw Primary School

GDPR privacy notice for pupils

What's this about?

There is a new law that keeps your information safe – things like your address, date of birth and phone number. We collect some information about our pupils. This notice will tell you how we will collect the information, how we will record it and how we will use it. In this notice, you will see different names or terms used that you may not be familiar with, such as:

- Data controller: This person (or group of people, like a school) who is in charge of the information we collect.
- Data processor: This person processes information for the data controller.
- Data protection officer (DPO): This person makes sure we do everything the law says. The school's DPO is Mr Quin.
- Personal data: This means any information that can be used to identify someone, such as your address and date of birth.

Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used. Sometimes the school has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To get in touch with you and your parents when we need to
- To support your learning
- To monitor and report on your progress
- To provide appropriate care and support
- To protect your welfare and follow safeguarding procedures
- To assess the quality of our service
- To comply with the law regarding data sharing



What information do we collect?

The categories of information that the school collects, holds and shares include the following:

- Your personal information. This is things like your name and address.
- Your characteristics. This means information about you, like where you're from, what language you speak and things like that.
- Your attendance information. We will also record how many times you missed school and why you couldn't come to school.
- Your assessment information. We collect your test results when you sit a big test or exam.
- Some of your medical information. We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.
- Your special educational needs. We collect information that helps us teach you better, such as any special educational needs you may have.
- Behavioural information. We record any incidents that have happened during school time.

Photography

Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask your parent or carer to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website.

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not. When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the things we needed it for. We have a policy that tells us when to keep it and when to bin it.



Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

- The Local Authority – Neath Port Talbot
- Welsh Government
- Your family
- Estyn
- Social services and Support Teams
- Doctors and nurses in the National Health Service
- The police or court representatives
- Comprehensive Schools

What are your rights?

You and your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we collect and use your information, you can speak to Mr. Quin at the school, who will be able to help you and answer any questions that you have.

Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to collect and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

