

Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

Dafen Primary School are the 'data controller' for the purposes of data protection law. Our data protection officer is Mrs Michelle Davies (see 'Contact us' below).

Collecting and storing learner information

We process personal data relating to learners, parents, staff and Governors of our school.

We will not give information about our learners to anyone without consent unless the law allows us to do so.

Storing learner data

We will only keep your information for as long as we need it or for as long as the law requires us to. Most of the information we have about you will be in Teacher Centre. We have a policy which explains how long we keep information, it is called the Records Retention Policy and if you would like to discuss this in greater detail please contact the school's Data Protection Administrator, details at the end of this form.

Any personal data that we are required to keep about learners is securely stored, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a particular learner. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored in/on our secure systems.

We keep an overall summary of attainment and performance of learners in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

We use the learner data to:

- support learners and teachers in learning
- monitor and report on progress
- provide appropriate care and security
- assess the quality of our services
- comply with the law around statutory data sharing
- promote the school (via newsletters and social media, with appropriate consent)

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

- Personal information (such as – name, address, age, unique learner number and photographs)
- Special Category data (such as – ethnicity, nationality, country of birth, biometric and medical information)
- Attendance and assessment information (such as – sessions attended, number of absences and absence reasons, assessment results, additional learning need any exclusion information).

The lawful basis on which we use this information

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We use personal data about learners and parents to ensure that we fulfil our legal obligation to offer educational opportunities to our pupils and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our school, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See “Requesting access to personal data & individual rights” listed later in this notice”.

Please note that the main reasons for our processing of personal information is due to

1. We need to comply with the law
2. We need to carry out a task in the public interest
3. We need to protect someone’s interests
4. To communicate with you/parents/carers

A comprehensive list of data processing is kept in the school’s **Record of Processing Activities**. Within this register we will record the lawful reason for each instance of personal data being processing, along with special categories for sensitive information.

If you would like to discuss this in greater detail please contact the school’s Data Protection Administrator, details at the end of this form.

Who will see your personal data?

We will only share your information with people who have a legal or operational reason to see it. For learners, this could include anyone directly involved in planning, providing

or supporting educational opportunities. For parents, this could include anyone who needs to be involved in conversations about your child's progress at our school.

All staff personnel files are held securely by the HR department and are only available to the HR team and senior management.

Personal data about Governors is held by the Clerk to the Governors. It is only available to the Clerk and is kept in order to ensure that Dafen Primary School, complies with our legal obligations regarding Governance.

It is necessary in some circumstances, sometimes by the law, that personal information is processed, or used, by a third party to the school. Click on the link below to see our third parties processors list.

Third Party Processors

Photographs

Our school operates a policy relating to the use of photographs and a copy of this can be requested via the school's Data Protection Administrator, details at the end of this form.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) please see the following web link: - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

If you have questions, contact the Welsh Government through their website: <https://www.gov.wales/education-skills>

Changing schools

We are required to pass learner information on to schools that the learner goes on to attend after leaving us. We do this via the Department for Education's '[School to School' \(S2S\) secure data transfer website](#). This also acts as a temporary information depository where a learner has left us, and the destination is not known to us.

The NHS

Information will only be passed to the NHS where we have a legal / statutory obligation to do so or where it is fully anonymous and cannot identify individuals, to the extent of no longer being personal data. Where the NHS otherwise require personal data for the provision of a service or research, parental and / or pupil consent will always be sought on a case by case basis.

Requesting access to personal data & individual rights

The General Data Protection Regulations and associated Data Protection Act 2018 allow parents and learners the right to access the information that we hold about them. Additionally, the Education Act 1996 allows parent's the right to access most of their child's educational records. To make a request for information; please use the contact details that can be found at the end of this notice.

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

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.

Contact

If you would like to discuss anything in this privacy notice or make a request for information, please contact:

Mrs Michelle Davies

admin@dafen.ysgolccc.cymru

Please note our Statutory Data Protection Officer details are below:

Data Protection Officer

Luke Howells

Schools MIS and Data Helpdesk

01267246444

schooldpo@carmarthenshire.gov.uk

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

www.ico.org.uk/concerns/