



Data Protection Policy

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Statement of intent

Wales Primary School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, DfE, the LA, other schools and educational bodies, and, potentially, social services.

This policy is in place to ensure all staff and governors are aware of their responsibilities, and outlines how the school complies with the following core principles of the GDPR.

Organisational methods for keeping data secure are imperative, and Wales Primary School believes that it is good practice to keep clear practical policies, backed up by written procedures.

1. Legal framework

1.1 This policy has due regard to legislation, including, but not limited to the following:

- The General Data Protection Regulation (GDPR)
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998

1.2 This policy will also have regard to the following guidance:

- Information Commissioner's Office (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- Information Commissioner's Office (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'
- This policy will be implemented in conjunction with the following other school policies:
- E-Safety Policy
- Freedom of Information Policy
- Safeguarding Policy

2. Applicable data

2.1 For the purpose of this policy, personal data refers to information that relates to an identifiable, living individual, including information such as an online identifier, such as an IP address. The GDPR applies to both automated personal data and to manual filing systems, where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data, e.g. key-coded.

2.2 Sensitive personal data is referred to in the GDPR as 'special categories of personal data', which are broadly the same as those in the Data Protection Act (DPA) 1998. These specifically include the processing of genetic data, biometric data and data concerning health matters.

3. Principles

3.1 In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes. Further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

3.2 The GDPR also requires that "the controller shall be responsible for, and able to demonstrate, compliance with the principles".

4. Accountability

4.1 Wales Primary School will implement appropriate technical and organisational measures to demonstrate that data is processed in line with the principles set out in the GDPR.

4.2 The school will provide comprehensive, clear and transparent privacy policies.

4.3 Records of activities relating to higher risk processing will be maintained, such as the processing of special categories data or that in relation to criminal convictions and offences.

4.4 Internal records of processing activities will include the following:

- Name and details of the organisation
- Purpose(s) of the processing
- Description of the categories of individuals and personal data
- Retention schedules
- Categories of recipients of personal data
- Description of technical and organisational security measures

- Details of transfers to third countries, including documentation of the transfer mechanism safeguards in place

4.5 The school will implement measures that meet the principles of data protection by design, and data protection by default, such as:

- Data minimisation.
- Pseudonymisation.
- Transparency.
- Allowing individuals to monitor processing.
- Continuously creating and improving security features.

4.6 Data protection impact assessments will be used, where appropriate.

5. Data Protection Officer (DPO)

5.1 A DPO will be appointed in order to:

- Inform and advise the school and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor the school's compliance with the GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and providing the required training to staff members.

5.2 An existing employee will be appointed to the role of DPO provided that their duties are compatible with the duties of the DPO and do not lead to a conflict of interests.

5.3 The individual appointed as DPO will have professional experience and knowledge of data protection law, particularly that in relation to schools.

5.4 The DPO will report to the highest level of management at the school, which is the Headteacher.

5.5 The DPO will operate independently and will not be dismissed or penalised for performing their task.

5.6 Sufficient resources will be provided to the DPO to enable them to meet their GDPR obligations.

6. Lawful processing

6.1 The legal basis for processing data will be identified and documented prior to data being processed.

6.2 Under the GDPR, data will be lawfully processed under the following conditions:

- The consent of the data subject has been obtained.
- Processing is necessary for:
 - Compliance with a legal obligation.

- The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- For the performance of a contract with the data subject or to take steps to enter into a contract.
- Protecting the vital interests of a data subject or another person.
- For the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

6.3 Sensitive data will only be processed under the following conditions:

- Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.
- Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.
- Processing relates to personal data manifestly made public by the data subject.
- Processing is necessary for:
 - Carrying out obligations under employment, social security or social protection law, or a collective agreement.
 - Protecting the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.
 - The establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
 - Reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards.
 - The purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.
 - Reasons of public interest in the area of public health, such as protecting against the serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medicinal devices.
 - Archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with Article 89 (1).

7. Consent

7.1 Consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.

7.2 Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.

7.3 Where consent is given, a record will be kept documenting how and when consent was given.

7.4 The school ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data must be found, or the processing must cease.

7.5 Consent accepted under the DPA will be reviewed to ensure it meets the standards of the GDPR; however, acceptable consent obtained under the DPA will not be reobtained.

7.6 Consent can be withdrawn by the individual at any time.

7.7 The consent of parents will be sought prior to the processing of a child's data, except where the processing is related to preventative or counselling services offered directly to a child.

8. The right to be informed

8.1 The privacy notice supplied to individuals in regards to the processing of their personal data will be written in clear, plain language which is concise, transparent, easily accessible and free of charge.

8.2 If services are offered directly to a child, the school will ensure that the privacy notice is written in a clear, plain manner that the child will understand.

8.3 In relation to data obtained both directly from the data subject and not obtained directly from the data subject, the following information will be supplied within the privacy notice:

- The identity and contact details of the controller, and where applicable, the controller's representative and the DPO.
- The purpose of, and the legal basis for, processing the data.
- The legitimate interests of the controller or third party.
- Any recipient or categories of recipients of the personal data.
- Details of transfers to third countries and the safeguards in place.
- The retention period of criteria used to determine the retention period.
- The existence of the data subject's rights, including the right to:
 - Withdraw consent at any time.
 - Lodge a complaint with a supervisory authority
- The existence of automated decision making, including profiling, how decisions are made, the significance of the process and the consequences.

8.4 Where data is obtained directly from the data subject, information regarding whether the provision of personal data is part of a statutory or contractual requirement and the details of the categories of personal data, as well as any possible consequences of failing to provide the personal data, will be provided.

8.5 Where data is not obtained directly from the data subject, information regarding the source the personal data originates from and whether it came from publicly accessible sources, will be provided.

8.6 For data obtained directly from the data subject, this information will be supplied at the time the data is obtained.

8.7 In relation to data that is not obtained directly from the data subject, this information will be supplied:

- Within one month of having obtained the data.
- If disclosure to another recipient is envisaged, at the latest, before the data are disclosed.
- If the data are used to communicate with the individual, at the latest, when the first

communication takes place.

9. The right of access

- 9.1 Individuals have the right to obtain confirmation that their data is being processed.
- 9.2 Individuals have the right to submit a subject access request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.
- 9.3 The school will verify the identity of the person making the request before any information is supplied.
- 9.4 A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- 9.5 Where a SAR has been made electronically, the information will be provided in a commonly used electronic format.
- 9.6 Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged.
- 9.7 All fees will be based on the administrative cost of providing the information.
- 9.8 All requests will be responded to without delay and at the latest, within one month of receipt.
- 9.9 In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
- 9.10 Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.
- 9.11 In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

10. The right to rectification

- 10.1 Individuals are entitled to have any inaccurate or incomplete personal data rectified.
- 10.2 Where the personal data in question has been disclosed to third parties, the school will inform them of the rectification where possible.
- 10.3 Where appropriate, the school will inform the individual about the third parties that the data has been disclosed to.

10.4 Requests for rectification will be responded to within one month; this will be extended by two months where the request for rectification is complex.

10.5 Where no action is being taken in response to a request for rectification, the school will explain the reason for this to the individual, and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

11. The right to erasure

11.1 Individuals hold the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.

11.2 Individuals have the right to erasure in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When the individual withdraws their consent
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed
- The personal data is required to be erased in order to comply with a legal obligation
- The personal data is processed in relation to the offer of information society services to a child

11.3 The school has the right to refuse a request for erasure where the personal data is being processed for the following reasons:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

11.4 As a child may not fully understand the risks involved in the processing of data when consent is obtained, special attention will be given to existing situations where a child has given consent to processing and they later request erasure of the data, regardless of age at the time of the request.

11.5 Where personal data has been disclosed to third parties, they will be informed about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.

11.6 Where personal data has been made public within an online environment, the school will inform other organisations who process the personal data to erase links to and copies of the personal data in question.

12. The right to restrict processing

12.1 Individuals have the right to block or suppress the school's processing of personal data.

12.2 In the event that processing is restricted, the school will store the personal data, but not further process it, guaranteeing that just enough information about the individual has been retained to ensure that the restriction is respected in future.

12.3 The school will restrict the processing of personal data in the following circumstances:

- Where an individual contests the accuracy of the personal data, processing will be restricted until the school has verified the accuracy of the data
- Where an individual has objected to the processing and the school is considering whether their legitimate grounds override those of the individual
- Where processing is unlawful and the individual opposes erasure and requests restriction instead
- Where the school no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim

12.4 If the personal data in question has been disclosed to third parties, the school will inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.

12.5 The school will inform individuals when a restriction on processing has been lifted.

13 The right to data portability

13.1 Individuals have the right to obtain and reuse their personal data for their own purposes across different services.

13.2 Personal data can be easily moved, copied or transferred from one IT environment to another in a safe and secure manner, without hindrance to usability.

13.3 The right to data portability only applies in the following cases:

- To personal data that an individual has provided to a controller
- Where the processing is based on the individual's consent or for the performance of a contract
- When processing is carried out by automated means

13.4 Personal data will be provided in a structured, commonly used and machine- readable form.

13.5 The school will provide the information free of charge.

13.6 Where feasible, data will be transmitted directly to another organisation at the request of the individual.

13.7 Wales Primary School is not required to adopt or maintain processing systems which are technically compatible with other organisations.

13.8 In the event that the personal data concerns more than one individual, the school will consider whether providing the information would prejudice the rights of any other individual.

13.9 The school will respond to any requests for portability within one month.

13.10 Where the request is complex, or a number of requests have been received, the timeframe can be extended by two months, ensuring that the individual is informed of the extension and the reasoning behind it within one month of the receipt of the request.

13.11 Where no action is being taken in response to a request, the school will, without delay and at the latest within one month, explain to the individual the reason for this and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

14 The right to object

14.1 The school will inform individuals of their right to object at the first point of communication, and this information will be outlined in the privacy notice and explicitly brought to the attention of the data subject, ensuring that it is presented clearly and separately from any other information.

14.2 Individuals have the right to object to the following:

- Processing based on legitimate interests or the performance of a task in the public interest
- Direct marketing
- Processing for purposes of scientific or historical research and statistics.

14.3 Where personal data is processed for the performance of a legal task or legitimate interests:

- An individual's grounds for objecting must relate to his or her particular situation.
- The school will stop processing the individual's personal data unless the processing is for the establishment, exercise or defence of legal claims, or, where the school can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the individual.

14.4 Where personal data is processed for direct marketing purposes:

- The school will stop processing personal data for direct marketing purposes as soon as an objection is received.
- The school cannot refuse an individual's objection regarding data that is being processed for direct marketing purposes.

14.5 Where personal data is processed for research purposes:

- The individual must have grounds relating to their particular situation in order to exercise their right to object.
- Where the processing of personal data is necessary for the performance of a public interest task, the school is not required to comply with an objection to the processing of the data.

14.6 Where the processing activity is outlined above, but is carried out online, the school will offer a method for individuals to object online.

15. Privacy by design and privacy impact assessments

15.1 The school will act in accordance with the GDPR by adopting a privacy by design approach and implementing technical and organisational measures which demonstrate how the school has considered and integrated data protection into processing activities.

15.2 Data protection impact assessments (DPIAs) will be used to identify the most effective method of complying with the school's data protection obligations and meeting individuals' expectations of privacy.

15.3 DPIAs will allow the school to identify and resolve problems at an early stage, thus reducing associated costs and preventing damage from being caused to Wales Primary School's reputation which might otherwise occur.

15.4 A DPIA will be used when using new technologies or when the processing is likely to result in a high risk to the rights and freedoms of individuals.

15.5 A DPIA will be used for more than one project, where necessary.

15.6 High risk processing includes, but is not limited to, the following:

- Systematic and extensive processing activities, such as profiling
- Large scale processing of special categories of data or personal data which is in relation to criminal convictions or offences

15.7 The school will ensure that all DPIAs include the following information:

- A description of the processing operations and the purposes
- An assessment of the necessity and proportionality of the processing in relation to the purpose
- An outline of the risks to individuals
- The measures implemented in order to address risk

15.8 Where a DPIA indicates high risk data processing, the school will consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

16. Data breaches

16.1 The term 'personal data breach' refers to a breach of security which has led to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

16.2 The Headteacher will ensure that all staff members are made aware of, and understand, what constitutes a data breach as part of their continuous development training.

16.3 Where a breach is likely to result in a risk to the rights and freedoms of individuals, the relevant supervisory authority will be informed.

16.4 All notifiable breaches will be reported to the relevant supervisory authority within 72 hours of the school becoming aware of it.

16.5 The risk of the breach having a detrimental effect on the individual, and the need to notify the relevant supervisory authority, will be assessed on a case- by-case basis.

16.6 In the event that a breach is likely to result in a high risk to the rights and freedoms of an individual, the school will notify those concerned directly.

16.7 A 'high risk' breach means that the threshold for notifying the individual is higher than that for notifying the relevant supervisory authority.

16.8 In the event that a breach is sufficiently serious, the public will be notified without undue delay.

16.9 Effective and robust breach detection, investigation and internal reporting procedures are in place at the school, which facilitate decision-making in relation to whether the relevant supervisory authority or the public need to be notified.

16.10 Within a breach notification, the following information will be outlined:

- The nature of the personal data breach, including the categories and approximate number of individuals and records concerned
- The name and contact details of the DPO
- An explanation of the likely consequences of the personal data breach
- A description of the proposed measures to be taken to deal with the personal data breach
- Where appropriate, a description of the measures taken to mitigate any possible adverse effects

16.11 Failure to report a breach when required to do so will result in a fine, as well as a fine for the breach itself.

17. Data security

17.1 Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.

17.2 Confidential paper records will not be left unattended or in clear view anywhere with general access.

17.3 Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up.

17.4 Where data is saved on removable storage or a portable device, the device will be kept in a locked filing cabinet, drawer or safe when not in use.

17.5 Memory sticks will not be used to hold personal information unless they are password-protected and fully encrypted.

17.6 All electronic devices are password-protected to protect the information on the device in case of theft.

17.7 Where possible, the school enables electronic devices to allow the remote blocking or deletion of data in case of theft.

17.8 Staff and governors will not use their personal laptops or computers for school purposes.

17.9 All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.

17.10 Emails containing sensitive or confidential information are password-protected if there are unsecure servers between the sender and the recipient.

17.11 Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.

17.12 When sending confidential information by fax, staff will always check that the recipient is correct before sending.

17.13 Personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

17.14 Before sharing data, all staff members will ensure:

- They are allowed to share it.
- That adequate security is in place to protect it.
- Who will receive the data has been outlined in a privacy notice.

17.15 Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the school containing sensitive information are supervised at all times.

17.16 The physical security of the school's buildings and storage systems, and access to them, is reviewed on a termly basis. If an increased risk in vandalism/burglary/theft is identified, extra measures to secure data storage will be put in place.

17.17 Wales Primary School takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.

17.18 The school business manager is responsible for continuity and recovery measures are in place to ensure the security of protected data.

18. Publication of information

18.1 Wales Primary School publishes a publication scheme on its website outlining classes of information that will be made routinely available, including:

- Policies and procedures
- Minutes of meetings
- Annual reports
- Financial information

18.2 Classes of information specified in the publication scheme are made available quickly and easily on request.

18.3 Wales Primary School will not publish any personal information, including photos, on its website without the permission of the affected individual.

18.4 When uploading information to the school website, staff are considerate of any metadata or deletions which could be accessed in documents and images on the site.

19. CCTV and photography

19.1 The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

19.2 Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

19.3 The school will always indicate its intentions for taking photographs of pupils and will retrieve permission before publishing them.

19.4 If the school wishes to use images/video footage of pupils in a publication, such as the school website, prospectus, or recordings of school plays, written permission will be sought for the particular usage from the parent of the pupil.

19.5 Precautions, as outlined in the Safeguarding and Child Protection Policy, are taken when publishing photographs of pupils, in print, video or on the school website.

19.6 Images captured by individuals for recreational/personal purposes, and videos made by parents for family use, are exempt from the GDPR.

20. Data retention

20.1 Data will not be kept for longer than is necessary.

20.2 Unrequired data will be deleted as soon as practicable.

20.3 Some educational records relating to former pupils or employees of the school may be kept for an extended period for legal reasons, but also to enable the provision of references or academic transcripts.

20.4 Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed, once the data should no longer be retained.

21. DBS data

21.1 All data provided by the DBS will be handled in line with data protection legislation; this includes electronic communication.

21.2 Data provided by the DBS will never be duplicated.

21.3 Any third parties who access DBS information will be made aware of the data protection legislation, as well as their responsibilities as a data handler.

22. Policy review

This policy is reviewed every two years by the governing body.

The next scheduled review date for this policy is May 2020.



Privacy Notice (Parents/Carers)

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.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Wales Primary School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jayne Harrison (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research

- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Protection Policy sets out how long we keep information about pupils.

Our Data Protection Policy can be found at <http://www.walesprimary.co.uk/parents/school-policies>

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulator e.g. Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*

- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Police forces, courts, tribunals*
- *Professional bodies*
- *Teachers2Parents*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

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 if we do 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

All requests must be submitted in writing to the data controller, giving details of what information is required and proof of identity. Please see our subject access data request form available at <http://www.walesprimary.co.uk/parents/school-policies>

We do not make a charge for this request.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer. All requests must be submitted in writing to the data controller, giving details of what information is required and proof of identity. Please see our subject access data request form available at <http://www.walesprimary.co.uk/parents/school-policies>

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Jayne Harrison – 01909 770236 wajharrison@rgfl.org

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.



Subject Access Request Form

To: Wales Primary School

For the attention of: Jayne Harrison

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Name:	
Relationship with the school:	Please circle: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address:	
Contact number:	
Email address:	
Details of the information requested: <i>Please provide details of the information you require being as specific as possible.</i>	

Please note under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely,

Signed: _____

Print Name: _____

