



Privacy Notice

What the school, Local Authority and Welsh Assembly Government does with information it holds on pupils

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Pembrokeshire Local Authority (LA) and Fenton C.P School.

The collection & processing of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The school also collects information at other key times during the school year. Information is also received from other schools when pupils transfer. Any personal or sensitive information you share with us will be used to provide you with the service and any statutory duties the Local Authority is required to fulfil. The processing of your data is necessary for the performance as the data controller.

We use this personal data to:

- * support our pupils' learning
- * monitor and report on their progress
- * provide appropriate pastoral care; and
- * assess the quality of our services
- * provide catering and payment services
- * communicate with our pupils and parents/carers
- * safeguard and promote the welfare of students
- * assist in the prevention of detecting of crimes (including CCTV)

The sharing of personal information

Welsh Government (WG) & Local Authority (LA)

The school has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed www.wales.gov.uk/statistics

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition WG and the LA receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

Organisations who may share personal information

Information held by the school, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when necessary including the Auditor General for Wales and the Local Health Board (School Nurse). For example if the sharing of the information would protect a child's safety or, if the sharing is strongly in a child's best interest. We will not give information about our pupils to anyone without your consent unless the law allows us to do so.

We may need to share your child's personal information within the Local Authority and other services designed to support your child's learning, and help them with progress. We will only share the minimum amount of information necessary with whom we are legally obliged.

Examples of information we may need to share include:

Name,
Date of birth,
Examination results
Barriers to learning

Your rights & Accessing Personal information held about your child

Pupils have certain rights under the General Data Protection Regulation, including the

Right of access – to be given access to personal data held about them. The presumption is that by the age of 13 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish or, to give consent for a parent or guardian to act on their behalf. A parent or guardian would normally be expected to make a request on a child's behalf if the child is younger than 13 years of age.

The right to rectification – You have the right to ask to have your information corrected..

The right to restrict processing may apply – you may request that we stop processing your personal data in relation to any council service. This may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

The right to object – This is not an absolute right and will depend on the legal basis for processing your personal data.

If you wish to access your personal data, or that of your child, then please contact the school in writing.

How long do we keep hold of your information?

We will only hold the information provided to us for as long as is required by the law and to provide you with the necessary services. Data will be held in accordance with our retention schedules and will be securely disposed of once it is no longer required. For example, financial information such as Invoices are destroyed after 7 years. For further information on retention schedules, please contact the school.

Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and Fenton CP. School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Seeking further information

For further information about the personal information collected and how it is used or, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 2018, you should contact;

- * Fenton C.P School on 01437 765378
- * Your local Data Protection Officer on 01437 775503 – E-mail: DataProtection@pembrokeshire.gov.uk
- * **The Welsh Government's data protection officer at**
The Welsh Government
Cathays Park
Cardiff
CF10 3NQ
- * The information Commissioner's office help line can be contacted on 03031231113
Customer contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.
Information is also available from www.ico.gov.uk