



# Trellech Primary School

## Privacy Notice for Pupils

We have to let you know how our school uses any personal information that we hold about you and this document explains how we collect, keep and use your personal information.

We have a Data Protection Officer, whose job it is to make sure that we are acting in the right way when collecting, keeping and using your personal information. Their name is Mrs K Evans

### **How do we use your information?**

We hold some personal information about you to make sure that we can help you learn and look after you when you are at school.

The information that we collect, hold and share include:

- ☺ Personal information (such as your name and where you live and when you were born)
- ☺ Characteristics (such as any medical conditions that you have or any extra help that you might need to help you learn)
- ☺ Attendance information (such as the days that you have been at school, any days that you have missed and why you missed them)
- ☺ Test Results
- ☺ Photographs

### **Why do we collect and use this information?**

We use this information:

- ☺ to get in touch with you and your parents when we need to
- ☺ to check how you are doing in school and work out whether you or your teachers need any extra help
- ☺ to look after you and keep you safe
- ☺ to see how well the school as a whole is doing

## **What is the lawful basis on which we use this information?**

This sounds very official and it is! We only collect and use your information when the law allows us to – this is called a lawful basis. There are two main legal basis for using this information. These are:

- ☺ to carry out a public task (this means that we can teach you and give you an education)
- ☺ because our school needs to comply with the law

Occasionally, we may also use this information where:

- ☺ your parents or guardians have given us permission to use it in a certain way
- ☺ we need to protect you and other people so that we can keep you safe

## **Collecting your information**

There is some personal information, which your parents or guardians have to give us. There are some occasions when your parents or guardians can choose whether or not to give us the information. We will always tell your parents or guardians whether they must give certain information to us, or if they have a choice. We will explain what might happen if they don't give us that information.

## **Storing your information**

To make sure that your information is kept safe we do the following:

- ☺ The information will not be used for any reason other than the reasons talked about in this document.
- ☺ The information will be kept either on a computer (that has a password) or in a locked cupboard. Only some people are allowed to have the password for the computer or the key for the locked cupboard.
- ☺ The information will only be shared with other people, if the law says that we can share it. We will make sure that your information is kept safe when we do share it.
- ☺ The information will be kept by us whilst you are at our school. We will only keep the information after you have left, if the law says we should. We have a document called a 'Retention Schedule', which tells us how long we should keep your information for.

## **Who do we share your information with?**

We sometimes share your information with:

- ☺ schools that you go to after you leave us
- ☺ Monmouthshire County Council
- ☺ the Welsh Government
- ☺ ParentPay (your parents and guardians pay for your dinners and school trips on here)
- ☺ SIMS (which is the main computer programme where your information is stored)
- ☺ GL Assessment (produces reports about your tests for the school)
- ☺ Newsletters via email/paper
- ☺ Her Majesty's Forces Support Office (if your parent or guardian is a member of the Armed Services)

## **Why do we share your information?**

We do not share your personal information with anyone without permission from your parents or guardians, unless the law and our school policies allow us to. If we have got permission to use your information, your parents or guardians can decide that they no longer want us to share your information. They can contact your Data Protection Officer and tell them this.

## **How do I ask for my personal information?**

Your parents or guardians are able to see the information that we have about you, by making something called a 'Subject Access Request'. If they want to be able to see the information that we hold about you, they have to speak to your Data Protection Officer.

Before we can give you this information, we will need to check whether you are able to understand what it means to make a 'Subject Access Request' and whether you will be able to understand the information that you will get.

They are also able to do the following:

- ☺ have any information we hold about you corrected
- ☺ have any information we hold about you removed
- ☺ restrict how information we hold about you can be used or shared
- ☺ object to information about you being held

- ☺ have any information we hold about you transferred to a third party (as long as we are happy that they understand what may happen).

## **What if we are not happy?**

If your parents or guardians are not happy about how we get, use, store or share your personal information, they can speak to your Data Protection Officer.

If you are not happy with the response from your Data Protection Officer, you can contact:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 029 2067 8400

Website: [www.ico.org.uk](http://www.ico.org.uk)

## **Contact**

If you would like to discuss anything in this privacy notice, please speak to your Data Protection Officer:

Mrs K Evans GDPR Schools Officer

01633 644644

[dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk)