

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 Ysgol Penrhyn Dewi.

The collection & processing of personal information

The school collects information about pupils and their parents or legal guardians when they enroll at the school. The schools also collect 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 services and any statutory duties The Local Authority is required to fulfil. The processing of your data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school and Local Authority 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 or 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 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 allow us to do so.

We may need to share your child's personal information within the Local Authority and other services (e.g. a training provider) as part of Welsh Government's Youth Engagement and Progression Framework, a process designed to support your child's learning, and help them progress into further education, employment or training. 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

Pupils Aged 14 or Over

The information you supply will be used by the Chief Executive of Skills Funding, to issue your child with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at –

<https://www.gov.uk/government/publications/lrs-privacy-notice>

Your Rights & Accessing Personal information held about your child

Pupils have certain rights under the General Data Protection Regulation 2016, including the **right of access**- to be given access to personal data held about them. The presumption is that by the age of 12 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 12 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 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 School will endeavor to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

I understand that medical treatment may be administered to my son/daughter in the event of an emergency and I will ensure that all relevant medical information has been given to the School.

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 1998, you should contact:

- the school on 01437 809200
- your Local Authority 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, CF103NQ***
- The Information Commissioner's office help line can be contacted on 0303 123 1113, Customer Contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.
- Information is also available from www.ico.gov.uk

Hwb Platform

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure login to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each learner via the platform. In order to provide your child with a secure login, the school will be sending basic information to the Welsh Government. The login will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information is used, please see

<https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see
<http://learning.gov.wales/resources/collections/national-readin-and-numeracy-tests?lang=en#collection-2>

Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.

Your agreement

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree:

we will still share information about your child with Welsh Government to set up a secure login for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the Head teacher within Ysgol Penrhyn Dewi.

CONSENT

- I agree to the provision and requirements of the Hwb Platform as detailed above

I give consent ☐

I do not give consent ☐

- I agree that photographs/ videos taken by school may be used for educational purposes

I give consent ☐

I do not give consent ☐

- I agree that my child can participate in Workshops which may involve school visitor and guest speakers

I give consent ☐

I do not give consent ☐

- I agree that my child can receive sex education lessons

I give consent ☐

I do not give consent ☐

- I request duplicate report/correspondence to be forwarded to second parent/carer where parent/carer reside separately. YES/NO

Pupil Name:

Parent/carer signature:

PRINT NAME IN BLOCK CAPTIALS: