



Privacy Notice for Pembroke Primary School

You have a legal right to be informed about how our school uses any personal information that we hold about your child. To comply with this, we provide you with a 'Privacy Notice', where we are processing your child's personal data.

This Privacy Notice explains how we collect, store and use personal data about your child.

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

Our Data Protection Officer is the Headteacher (see 'Contact' below)

How we use pupil information

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as relevant medical information, special educational needs information, ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information about the involvement of Social Services with individual pupils where this is needed for the care of the pupil•
- Support received, including care packages, plans and support providers
- Assessment Results
- Photographs

Why we collect and use this information

We use the pupil data:

- to enable us to look after your child's wellbeing and contact you, or a nominated person, in an emergency
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- **to comply with the law regarding data sharing**
- to process payments for school services and clubs

The lawful basis on which we use this information

Our main legal bases for using this information are:

- processing is necessary for the performance of a public task (i.e. in order to provide your child with an education)
- we are under legal obligation to process this information

Occasionally, we may also use this information where:-

- you have given your explicit consent for us to process this personal information
- we need to protect your child's vital interests

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.

For more information on legal basis, please visit www.ico.org.uk

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this and we will explain possible consequences of failing to provide that personal data.

Storing pupil data

To ensure our pupil information is kept safe we have the following controls/limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the periods agreed in Monmouthshire County Council's Retention Schedule, after which it will be destroyed. The Retention Schedule can be found obtained from the school office.
- the information will be held, used and shared in accordance with the Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- Monmouthshire County Council
- Welsh Government
- School Cluster Sharing
- Education Achievement Service
- Central Government
- INCERTS
- Parent Pay
- SIMS
- Seesaw
- Purple Mash
- GL Assessment
- MyConcern
- Schoop
- my book Blog
- My Maths
- Alfiesoft
- Hwb

Data sharing

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

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. When you give your consent for your child's information to be held and/or shared for any purpose, you can withdraw that consent at any time, by contacting the Data Protection Officer named above.

We are required, by law, to pass certain information about our pupils to Monmouthshire County Council and Welsh Government.

Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed. Any analysis produced must follow Welsh government disclosure rules to ensure that individual pupils cannot be identified.

For research purposes wider than education, Welsh Government will use techniques that ensure the data are anonymised before any research takes place. Sharing of anonymised data is outside of the GDPR.

Requesting access to your child's personal data

Under data protection legislation, parents and pupils have the right to make a 'Subject Access Request' to gain access to information about them that we hold. To make a request for your child's personal information, or to be given access to your child's educational record, contact the Data Protection Officer named above.

You also have the right to:

- have any information we hold about your child corrected
- have any information we hold about your child erased
- restrict how information we hold about your child can be used or shared
- object to information about your child being held
- have any information we hold about your child transferred to a third party
- challenge decisions relating to your child made using automated decision making and profiling means (generally, there are no decisions made in our school that solely rely upon automated decision making or "profiling" alone. For further information, contact the Data Protection Officer named above).

For further information, please refer to www.ico.org.uk

Complaints

If you have any concerns or complaints about how we obtain, use, store or share your personal data, please contact the Data Protection Officer named below.

If however you are dissatisfied with our response to your concerns 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

Contact

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

Helen Hampson, Headteacher, Pembroke Primary School, Fairfield Road, Chepstow.
Monmouthshire.

NP16 6RN. Telephone 01291 622310