

Privacy Notice (How we use pupil information)

Fairfield Primary School

General Data Protection Regulations (GDPR)

*Who processes your information?*

Fairfield Primary School is the data controller of the personal information you provide us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to our pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. When the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils without consent unless the law and our policies allow us to do so.

Fairfield Primary School has a Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and ensure that they are compliant with the GDPR. The Data Protection Officer can be contacted on 02920709035.

*Why do we collect and use your information?*

Pupil data is essential for the schools operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect and use pupil information under section 6(1)(e) of the GDPR which states 'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.

The school holds the legal right to collect and use personal data relating to our pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Welsh Government (WG). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

- To safeguard pupils (e.g allergy of child protection information)
- As part of our admission process
- To support pupils to decide what they do after they leave school
- To access our school meals, payments and school communication systems
- To market and publicise the school (this includes images/photographs)

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

The categories of pupil information that we process include:

- Personal identifies and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as national curriculum assessment results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- School visits information
- School meals information (catering)

*How we collect pupil information?*

We collect pupil information via paper and registrations forms on admission to the school or Common Transfer File (CTF) or secure file transfer from previous school.

*How long is your information stored?*

The school will keep information about you on computer systems and also in paper form. Personal data relating to pupils and their families is stored in line with the schools Data Protection Policy. We hold pupil data securely. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

*Will my information be shared?*

The Welsh Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). Welsh Government uses this personal information for research which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used 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 at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics) .

We share pupil data with WG on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

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 LA's receive information regarding national curriculum assessment and Public Examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

The school will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupil information with:

- Pupil destinations upon leaving the school
- The LA and Central South Consortium (CSC)
- Estyn
- The NHS
- Exam Authorities
- Police and courts
- Social Services and support agencies
- Researchers
- Organisations connected with promoting the education or wellbeing of children
- Other government departments and agencies
- Organisations fighting or identifying crime

*What are your rights?*

Parents and Pupils have the following rights

- Right to be informed;
- Right to access;
- Right to rectification;
- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO, or through the courts

#### *Requesting access to your personal data*

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the school the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so.

#### *Where can you find our more information?*

If you would like to find out more information about how we collect, use and store your data, please contact the school.

#### *Concerns or Complaints*

If you would like to discuss anything in this privacy notice, please contact:

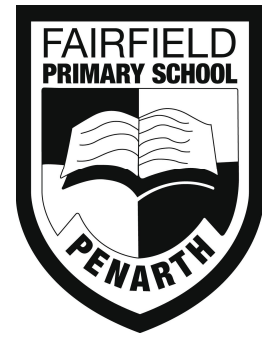
The Data Protection Officer, Fairfield Primary School.

#### *Contact details of the Information Commissioner's Office*

Information Commissioner's Office, 2nd floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Tel: 029 2067 8400 Fax: 029 2067 8399

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)



Privacy Notice (How we use pupil images)

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Occasionally we may take photographs or film pupils at our school for educational purposes. This could include displaying the images on project boards or in school newsletters. We may also take class or individual photographs for historical records.

The images that we take of our pupils may also be used to promote the school and could be published on leaflets, in our prospectus, on our website or Twitter feed. We will not use your child's photograph in this way, without informing you first and obtaining your permission.

There are times when our school is visited by the media who will take photographs or film high-profile events. Pupils will often appear in these images which may be published in local or national newspapers or used on televised programmes.

*Our promise*

We will not use your child's image for any purpose if it would prejudice the interests of your child.

We will only use images of pupils who are suitably dressed in school uniform or sports kit and will avoid taking pictures or video recordings of pupils in swimming costumes, except in appropriate circumstances, for example a swimming performance.

We will only use the minimum amount of personal information about your child in any publication, such as first name, school name, and possibly year group, and we will never reveal full names (unless appropriate), personal email address, telephone numbers or home address.

We will keep your child's images and personal information secure and will either destroy individual images when your child leaves the school or give them to you, unless we need them for historical or educational purposes.

We will not use your child's image for any reason other than those stated, unless we have a legal obligation or power, or have received consent from you.

If you have any concerns about your child being photographed while at our school, or if you have any queries how these photographs may be used, please contact the school.