



## Privacy/Fair Processing Notice

### What the School, Local Education Authority and Welsh Government do with Information it holds on Pupils

#### Subject

To meet the requirements of the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (GDPR), schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed on.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Government, Wrexham Local Education Authority (LEA) and Ysgol Rhosnesni.

#### The collection of personal information

The school collects information about pupils and their parents or legal guardians when they enrol 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.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as grades, forecasts and test results)
- Medical information (such as allergies, medication)
- Additional Learning Needs
- Behaviour information (Positive and negative behaviour, and exclusion information)
- CCTV footage

#### Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to prepare post 16 education for students
- to provide youth support services
- to provide careers advice

The categories of Parent/Guardian information that we collect, hold and share include:

- personal information (such as name, address, phone numbers)
- relationship to student

We use the Parent/Guardian data:

- to contact you
- to share information with you

#### The lawful basis on which we use this information

We collect and use student information under Section 537A of the Education Act 1996 and Article 6 and of GDPR.

#### Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

#### Storing student data

We store your data on secure computers and in paper records which are secured physically. The school is legally required to store personal data about students after they have left school. To meet these obligations we hold student data until the student is 25 years of age. So, for most students leaving this school when they are 16 years of age, we will hold data about them for a further nine years before securely destroying it.

## Who we share student information with

We routinely share student information with:

- Schools/FE Establishment that students attend after leaving us
- Our local authority
- School Effectiveness and Improvement Service for North Wales
- The Welsh Government (WG)
- The NHS (only the data required so that it can organise immunisation programs, this data includes student name, address and date of birth and parent/guardian details)
- Careers Wales
- Approved third party providers/partners (see Appendix 1)

## Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We share student data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about how the Welsh Government uses student data go to:

<https://gov.wales/sites/default/files/publications/2020-09/privacy-notice-for-statutory-pupil-data-collections.pdf>

We are required to share information about our students with our local authority and the Welsh Government.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Welsh Government (for example; via the school census) go to: <https://gov.wales/data-collection-and-information-management-for-schools>

For more information about services for young people, please visit our local authority website. [www.wrexham.gov.uk](http://www.wrexham.gov.uk)

## The National Pupil Database (NPD)

The NPD for Wales is owned and managed by the Welsh Government and contains information about students in schools in Wales. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Welsh Government. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the Welsh Government as part of statutory data collections such as the school census. Some of this information is then stored in the NPD for Wales. To find out more about the NPD for Wales, go to <https://gov.wales/statistics-and-research/about/how-we-use-your-data/?lang=en>

## Requesting access to your personal data

Under data protection legislation, parents and students 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 our School Business Manager in the first instance.

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
- claim compensation for damages caused by a breach of the Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us directly in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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

School Business Manager  
The School Data Protection Lead