

Ysgol Santes Fair yr Eglwys yng Nghymru  
Stryd y Parc  
Rhiwabon  
Wrexham  
LL14 6LE  
Ffon 01978 820979  
Facs 01978 821782



St. Mary's Church in Wales V A School  
Park Street  
Ruabon  
Wrexham  
LL14 6LE  
Tel. 01978 820979  
Fax 01978 821782

Learning and Growing with God by Our Side  
[email:mailbox@stmarys-ruabon-pri.wrexham.sch.uk](mailto:mailbox@stmarys-ruabon-pri.wrexham.sch.uk)  
Headteacher/Pennaeth: Mrs N L Booth

### **Privacy Notice: What the School, Local Education Authority and Government does with Information it Holds on Pupils**

We take privacy very seriously and work to the highest standards to keep any personal information that we hold on you and your child safe. The General Data Protection Regulation (GDPR) comes into force on 25<sup>th</sup> May 2018, prior to this we are acting in accordance with the Data Protection Act (1998).

This leaflet tells you about what the **Welsh Government (WG)**, **Wrexham Local Authority (LA)** and **St Mary's School** does with the information we collect and hold about you or your child's, personal and performance information (data).

#### ***The collection of personal information***

The school collects information about pupils and their parents or legal guardians when they go to a new school; they also collect information at other times during the school year. Information is also received from other schools when pupils transfer. This is done through registration forms, data collection sheets or Common Transfer Files from other schools.

The LA and Welsh Government will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LA and Welsh Government receive information about exam and national curriculum assessment and test results.

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.

#### ***The use made of this personal information***

The **Welsh Government** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The **LA** also uses the personal information collected to do research. It uses the results of the 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 done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example;

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- to keep children safe, the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

### ***Organisations who may share personal information***

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Government, LA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

### ***Personal information held***

The categories of personal information that we hold and process are:

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- photographs of pupils and examples of their work on display in school, on website and newsletters;
- information on performance in internal and national assessments and examinations;
- information on free school meal eligibility;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- behavioural information, such as exclusions and any relevant provision put in place
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- a. the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- b. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- c. processing is necessary for compliance with a legal obligation to which the controller is subject;
- d. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- e. 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;
- f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

In addition, any special category data, such as ethnicity and religious beliefs:

- a. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

### ***Other information***

The Welsh Government, LA and school will endeavour to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom unless consent has given by yourself.

### **School Website**

The school website is managed by the school and by a company called SchoolSays on our behalf.

What identifiable personal information might be obtained and stored on the SchoolSays server?

- Text Content - content (Pages and Posts) on your website may personally identify individuals (such as names of children or staff) with consent
- Images - images may personally identify individuals or include location data (EXIF) about where the image was taken with consent
- Names and email addresses of those subscribed to email alerts
- Names and email addresses attached to specific user accounts (only applies to staff or other individuals with website login access)
- Email addresses used for email-to-news authorisation (only applies to staff emails for those websites with email-to-news software installed)
- Website Cookies - the only persistent cookies that the website uses provide user account functionality (only applies to individuals login access, such as staff or governors)

### **Who has access to the information?**

The only people who have access to the databases are Barker's Lane School, SchoolSays and the server provider Certa Hosting.

### **Where is the information stored?**

The data is stored on a secure server located in London. A regular secure backup is also taken and stored on an Amazon S3 storage located in Ireland.

### **Your rights under the GDPR**

The GDPR gives individuals certain rights in respect of personal information held on them by any organisation.

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access - you can ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
3. The right to rectification - you can ask for wrong information to be put right;
4. The right to erasure - in certain circumstances, you can request that data is erased and have 'the right to be forgotten';
5. The right to restrict processing - in certain circumstances, you can prevent the processing of personal information if doing so will cause damage or distress;
6. The right to data portability – allowing personal data to be transferred and reused across different services;
7. The right to object, in certain circumstances
8. Rights in relation to automated decision making and profiling.

In some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act. You also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of personal information is likely to comply with the provisions of the Regulations.

### **Seeking further information**

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the GDPR, you should contact;

- your child's school on **01978 820979**
- your LA on **01978 298991 (MIS Help Desk)**
- Welsh Government's data protection officer at, Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line can be contacted on 0303 123 1113;
- information is also available from [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)