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YSGOL TREFFYNNON

Data Privacy Notice

School	Ysgol Treffynnon
Date this policy was approved by the School's Governing Body	1st October 2026
Review frequency	2 Yearly
Review Date	1st October 2028
Chair of Governors Declaration	

Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Miss Lynette Evans (01352 710011)

Aims

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) that came into force in May 2018.

This policy applies to all data, regardless of whether it is in paper or electronic format.

Legislation and Guidance

This policy meets the requirements of the GDPR, and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education.

Roles and Responsibilities

The Governing Board has overall responsibility for ensuring that the school complies with its obligations. Day-to-day responsibilities rest with the Head, or the Deputy Head. The Head will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. It is a legal requirement to appoint an independent Data Protection Officer. E2E Education has been appointed and is contactable via email: DPO@e2e-education.co.uk

Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy.

Definitions

Term	Definition
Personal Data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Sensitive Personal Data	Data such as: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Sex life • Sexual orientation • Genetic data • Biometric data • Whether a person has committed, or is alleged to have committed, an offence • Physical and mental health • This does not include personal data about

	criminal allegations, proceedings or convictions, as separate rules apply
Processing	Obtaining, recording or holding data
Data Subject	The person whose personal data is held or processed
Data Controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data Processor	A person, other than an employee of the data controller, who processes the data on behalf of the data controller
The Data Controller	Our school processes personal information relating to pupils, staff and visitors, and, therefore, is a data controller

Data Protection Principles

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes ('purpose limitation');
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary
- processed in a manner that ensures appropriate security of the personal data

Your Rights

- Your right of access - you have the right to ask us for copies of your personal information
- Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
- Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances
- Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances

- Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info.yt@flintshire.sch.uk and or Ysgol Treffynnon, Pen Y Maes Road, Holywell, CH8 7EN if you wish to make a request.

Privacy/Fair Processing Notice

We hold Personal and Special Category Data about pupils and parents to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational need
- Exclusion information
- Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We may share data with third parties to support the educational needs and smooth running of our school. These third parties may include, but will not be limited to, facilities providers (e.g. catering) and specialist software providers. We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should make their request in writing to the Head.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations. The Lawful Basis(s) for Processing your Personal and Special Category Data are Public Task, Legitimate Interest and, in certain circumstances, Contractual Obligation.

Data Storage and Security

Paper based records, digital records and portable electronic devices, such as laptops and hard drives that contain personal information, are compliant with GDPR and are regularly assessed by our DPO. Destruction and archiving of Personal Data procedures are also aligned to this act.

How to make a complaint

If you feel that Ysgol Treffynnon has mishandled your or your child's personal and/or Special Category data at any time you can make a complaint to the Head Teacher by emailing info@yt.flintshire.sch.uk or by phoning 01352 710011.

Alternatively, you can contact our DPO to make a complaint, email DPO@e2e-education.co.uk or contact the Information Commissioners Office by visiting their website (https://ico.org.uk/make-a-complaint/) or by calling their helpline on 0303 123 1113.

For further information about how Ysgol Treffynnon processes personal data and your rights please see our privacy notice included in this document.