



INSPIRE • CHALLENGE • SUCCEED

YSGOL
TREFFYNNON



Privacy Notice

School	Ysgol Treffynnon
Date policy approved and adopted	8 th October 2018
Reviewed By	Interim Executive Board
Review frequency	Annually
Next review date	June 2019
Designated Senior Person (DSP)	Anneke Perrett

GDPR Privacy Notice for Parents and Guardians

How we use your information

We hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Education Authority and/or Welsh Government.

Where necessary we use personal information to:

- Provide education and support services
- Administration
- Maintain our accounts and records
- Fundraising
- To safeguard pupils
- CCTV to monitor visual images for security, the prevention and detection of crime

We collect and use the following types of information

- Personal details including name and contact details
- Family and lifestyle
- Financial details
- Student records
- Members of school boards
- Donors or potential donors
- Visual images, personal appearance and behaviour

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

We may also collect and use the following special category information

- Physical or Mental Health
- Racial or ethnic information
- Religious or other beliefs
- Trade Union Membership
- Offences or alleged offences

We collect this information from

You or partner organisations such as Flintshire County Council

Where necessary or required we may share information with, (only the minimum personal information will be shared)

- Education training and examining bodies
- School Staff and Governing Body
- Family, Carers and Associates
- Healthcare Professionals
- Social and Welfare Bodies
- Local Authorities
- Welsh Government
- Police Forces
- Courts
- Business Associates
- Financial Organisation
- Security Organisations
- Press and Media

Transfers

Information is not transferred out of the Country however some information may be stored on Cloud Servers based in the EEA

The Lawful Basis for collecting information

Information is collected on the basis we have a legal obligation to provide education service (Article 6 (1) (b) General Data Protection Regulation.

The task we carry out is: Public task in the public interest Article 6(1)(e)

Fundraising activities are carried out with your consent Article 6(1)(a)

Or where we have a legitimate interest Article 6(1)(f)

We apply the following principles where we use personal information

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

Your Rights

The regulation recognises rights dependant on the lawful basis for processing.

Parents and pupils have the following rights in relation to the processing of their personal data.

- Be informed about how we use your personal data.
- Request access to the personal data that we hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Rights over automated decision making & profiling.

This notice forms part of your right to be informed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

How long do we keep your information

We only keep your information as long as necessary Education Records are transferred to other schools when necessary.

All information is retained in accordance with the IRMS toolkit for schools www.irms.org.uk

Reporting Concerns

If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Headteacher, the School Data Protection Officer or the Information Commissioner's Office.

	Headteacher	Headteacher	Data Protection Officer	Information Commissioner's Office
Address	Ysgol Treffynnon Pen Y Maes Road Holywell Flintshire CH8 7EN	Ysgol Maes Y Felin Pen Y Maes Road Holywell Flintshire CH8 7EN	David Bridge GDBR Consultancy Ltd	Churchill House 17 Churchill Way Cardiff CF10 2HH
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Website	www.ysgolmaesyfelin.co.uk	www.ysgoltreffynnon.cymru	www.GDBR.co.uk	www.ico.gov.uk
Email	mfmil@hwbcymru.net	info@yt.flintshire.sch.uk	david@gdbr.co.uk	