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Dear Parent,

In line with new General Data Protection Regulations (GDPR) we need to advise you of the following:

**Privacy Notice:**

What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Pembrokeshire County Council Local Authority (LA) and Cosheston VC Church in Wales School.

**The collection & processing of personal information**

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The school also collects information at other key times during the school year.

Information is also received from other schools when pupils transfer.

Any personal or sensitive information you share with us will be used to provide you with services and any statutory duties that the council is required to fulfil.

The Processing of your data is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the local Education authority as the data controller.

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- School website
- Twitter
- Local press

### **The sharing of personal information:**

#### **Welsh Government (WG) & Local Authority (LA)**

Our school has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC).

The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and 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 [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

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,
- 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 the LA receive information regarding National Curriculum assessment and public examination results and attendance data at pupil level.

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

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when necessary.

For example, if the sharing of information would protect a child's safety or if the sharing is strongly in a child's best interest.

We will not give information about our pupils to anyone without your consent unless the law allows us to do so.

We may need to share your child's personal information within education e.g. catering and other services.

Sharing your information forms part of Welsh Government's Youth Engagement and Progression Framework, a process designed to support your child's learning and help them progress into further education, employment or training.

We will only share the minimum amount of information necessary and only with those partners that need it.

Details of these organisations can be found on the following website

[www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk)

Examples of information we may need to share include:

- Name,
- Date of birth,
- Examination results
- Barriers to learning

### **Pupils Aged 14 or Over**

The information you supply will be used by the Chief Executive of Skills Funding, to issue your child with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

### **Your Rights & Accessing Personal information held about your child**

Pupils have certain rights under the General Data Protection Regulation 2018, including the **right of access:**

To be given access to personal data held about them.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish or, to give consent for a parent or guardian to act on their behalf.

A parent or guardian would normally be expected to make a request on a child's behalf if the child is younger than 12 years of age.

**The right to rectification:** you have the right to ask to have your information corrected.

**The right to restrict processing may apply:** you may request that we stop processing your personal data in relation to any council service. This may delay or prevent us delivering a service to you.

We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

**The right to object:** this is not an absolute right and will depend on the legal basis for processing your personal data.

**The right to erasure:** this is not an absolute right and will depend on the legal basis for processing your personal data.

If you wish to access your personal data, or that of your child, then please contact the school in writing.

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### **How long do we keep your information?**

We will only hold the information provided to us for as long as is required by law and to provide you with the necessary services.

Data will be held in accordance with our retention schedules and will be securely disposed of once it is no longer required. For example, financial information such as invoices are destroyed after 7 years.

#### [Retention Guidelines for Schools](#)

Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

### **Seeking further information**

For further information about the personal information collected and how it is used or, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the General Data Protection Regulation 2018, you should contact:

- Cosheston VC School on 01646 683490
- your LA on 01437 775503. E-mail: [DataProtection@pembrokeshire.gov.uk](mailto:DataProtection@pembrokeshire.gov.uk)
- the Welsh Government's data protection officer at, The Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line can be contacted on 0303 123 1113; Customer Contact

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Information is also available from [www.ico.gov.uk](http://www.ico.gov.uk)

## **Complaints or Queries**

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer

Pembrokeshire County Council

County Hall

Haverfordwest

SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email case [worker@ico.org.uk](mailto:worker@ico.org.uk) Telephone No: 0303 123 1113

## **Changes to this privacy notice.**

We keep our privacy notice under regular review.

Yours faithfully,

Mrs. K. Adams

Head Teacher