



YSGOL BOTWNNOG

Botwnnog, Llŷn, Gwynedd. LL53 8PY

Prifathro / Headmaster : **Dylan Minnice** Dirprwy Brifathro / Deputy Headmaster : **Geraint O. Hughes**

Privacy Notice (How we use pupil information)

The categories of pupil 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
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Information about previous schools attended

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to share data for statutory inspections and audit purposes

The lawful basis on which we use this information

We collect and use pupil information under:

- The Education (Pupil Information) (Wales) Regulations 2011
- The School Governors' Annual Reports (Wales) Regulations 2011
- The Education (School Performance and Absence Targets)(Wales) Regulations 2011
- The Education (Head Teacher's Report to Parents and Adult Pupils) (Wales) Regulations 2011
- School Teachers Pay and Conditions Act 1991
- National collective agreements between the Council of Local Education Authorities and recognised teachers unions
- Local collective agreements between Gwynedd Education Authority and unions recognised by the Authority for collective bargaining purposes on behalf of school teachers.
- The Protection of Freedoms Act (2012)
- The Data Protection Act (1998)
- Special Educational Needs and Education Tribunals Act (Wales) 2018
- The Government of Maintained Schools (Wales) Regulations 2005
- Social Services and Welfare Act 2014

- Health and Safety at Work, etc. Act, 1974
- Equality Act 2010
- Regulatory Reform (Fire Safety) Order 2005
- Article 6(c) and (e) and Article 9 (g) (GDPR)
- We may also use consent on occasion (eg photographs)

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

If it is provided on a voluntary basis, we will ask you to provide explicit consent and give you the option to opt out at any time.

Storing pupil data

We hold pupil data for varying lengths of time depending on what the information is. Retention period is included in the school data protection policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils' attend after leaving us
- our local education authority - Cyngor Gwynedd – Social, Leisure, Transport, Finance, Youth Services

Agencies we commission to deliver services on our behalf:

- Welsh Assembly Government (via HWB)
- Examination Boards
- Further Education Colleges
- Bangor University and other Higher Education institutions in Wales and the UK including Universities participating in the Welsh Government SEREN programme
- Cwmni Cynnal
- Police Force and Youth Offending Team
- Health Boards
- Urdd Gobaith Cymru
- Antur Waunfawr (secure confidential disposal service)

Relevant Companies that promote educational experiences and administration :

- Urdd Gobaith Cymru
- CAPITA - SIMS
- FFTrust
- EVOLVE
- Schoolcomms
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Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Assembly Government (WAG) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Maintained schools:

- We are required to share information about our pupils with our local authority (LA) Cyngor Gwynedd and the Welsh Government under : The Education (Pupil Information) (Wales) Regulations 2011

Data collection requirements:

- The Education (Pupil Information) (Wales) Regulations 2011
- The Education (School Performance and Absence Targets)(Wales) Regulations 2011

Youth support services

Pupils aged 13+ [For use by educational settings with students aged 13+:]

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+ [For use by educational settings with students aged 16+:]

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 the Headmaster

or:

Schools Data Protection Officer
Cyngor Gwynedd Council
Stryd y Castell
Caernarfon
Gwynedd
LL55 1SH

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 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 the Headmaster

or:

Schools Data Protection Officer

Cyngor Gwynedd Council

Stryd y Castell

Caernarfon

Gwynedd

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