



VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL

PRIVACY NOTICE FOR PARENTS AND GUARDIANS

This Document is a statement of intent within Venerable Edward Morgan. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

Approved On:	25th June 2018
Next Review:	Autumn 2018
Signed:	

“LOVE AND SUPPORT IN ALL WE ARE TAUGHT.”
“CARIAD A CHEFNOGAETH YM MHOPETH RHYDAN NI’N DDYSGU.”

PRIVACY NOTICE FOR PARENTS AND GUARDIANS

Privacy Notice –

Who processes your information?

Venerable Edward Morgan Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Mr David Bridge is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

The data protection officer can be contacted at david@gdbr.co.uk

Why do we collect and use your information?

Venerable Edward Morgan Primary School holds 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, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information

- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

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.

How long is your data stored for?

Personal data relating to pupils at Venerable Edward Morgan Primary School and their families is stored in line with the school's GDPR Data Protection Policy. 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

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Data Protection Officer Welsh Government Cathays Park CARDIFF CF10 3NQ		Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Email Data.ProtectionOfficer@gov.Wales		Wales helpline: 02920 678400 www.ico.gov.uk
VEM Data Protection Officer GDBR Consultancy Ltd David Bridge david@gdbr.co.uk		Head Teacher Venerable Edward Morgan

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis and Local Authority. Venerable Edward Morgan Primary School is required by law to provide information about our pupils to the DfE and CES as part of statutory data collections, such as the school census.

The DfE has robust processes in place to ensure the confidentiality of any data shared.

Venerable Edward Morgan Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE

Transfers

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

What are your rights?

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

- Be informed about how Venerable Edward Morgan Primary School uses your personal data.
- Request access to the personal data that Venerable Edward Morgan Primary School holds.
- 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.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Venerable Edward Morgan Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or download our GDPR Data Protection Policy.

Declaration

I, _____, declare that I understand:

- Venerable Edward Morgan Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Venerable Edward Morgan Primary School may share my data with the DfE, and subsequently the LA.
- Venerable Edward Morgan Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Venerable Edward Morgan Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.