



Privacy Notice for Pupils

What is Personal Data?

Personal data is information which relates to an individual and from which he or she can be identified either directly or indirectly through other data which the firm has or is likely to have in its possession. These individuals are sometimes referred to as data subjects. Personal data does not include information about companies and organisations.

What do we hold?

We collect, hold and share such information as:

- 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 & absence reasons)
- assessment information,
- relevant medical information
- special educational needs information
- exclusions / behavioural information
- assessment information
- relevant medical information

Why do 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

What is the lawful basis on which we will use this information?

We need to process pupil information for the following lawful reasons:

- to comply with our legal obligations
- to perform/administer any contract that we have entered into with you
- where the processing is necessary for the purposes of our legitimate interests or those of a third party, except where such interests are overridden by your interests or fundamental rights or freedoms. We believe that it is in our legitimate interests to process pupil attendance records to ensure that our safeguarding obligations are met.

- we may also process pupil information in the following situations, which are likely to be rare:

where we need to protect your vital interests (or someone else's vital interests)

where we have your consent to do so

How do we collect and store information from you?

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 GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice as to whether or not to do so.

We will store any information in accordance with our Data Protection and Data Retention policies.

Who do we share the information about you with?

We share pupil information with

- schools that the pupils attend after leaving us
- our local authority
- the Welsh Government
- the Central South Consortium
- Estyn
- Teaching or support staff, school nurse, NHS on an as & when required basis

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

Special Categories of Data

Information such as racial or ethnic origin, sexual orientation, religious beliefs, trade union membership, biometric data and medical information including health and sickness records requires higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- in limited circumstances, with your explicit written consent
- where it is needed in the public interest
- less commonly, where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Information About Criminal Convictions

We will only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided that we do so in line with our data protection policy.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with GDPR.

Your Rights

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 contact Mrs Dart our Data Manager at school - ni.dart@bridgendcs.sch.uk

If any of the information we hold is incomplete or inaccurate, please tell us by contacting us at ni.dart@bridgendcs.sch.uk and we will correct it. We will endeavour to provide you with requested information within one month. We can impose a charge for this information if the request is manifestly unfounded or excessive. If we do refuse a request, we will advise you accordingly within one month.

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 data protection legislation

If you have a concern about the way we respond to your request or wish to complain about this or how we are collecting or using your personal data, we request that you raise your concern with us in the first instance at ni.dart@bridgendcs.sch.uk or, without prejudice, you have the right to lodge a complaint direct to the Information Commissioner's Office if you have any concerns in relation to our information rights practices via <https://ico.org.uk/concerns/>.

Changes to our Privacy Policy

We may change this Policy from time to time. Any changes made to the policy will be clearly detailed within this section.