

# Schools Privacy Notice



## How we collect pupil information

We collect pupil information from you directly or via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Why we collect and use pupil information

Our main legal bases for collecting and processing this information are:

- Legal obligation: the processing is necessary for us to comply with the law
- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

Occasionally we may also use this information where:

- you have given your explicit consent for us to process this personal information
- we need to protect your child's vital interests

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care, welfare and health services
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by Welsh Assembly Government

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

We process your information to determine applications for admission to school in accordance with

Published: December 2020

- Education Act 1996,
- Childrens Act 1989

## The categories of pupil information that we process:

- Personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians;
- Information on any special educational needs;
- Information on performance in internal and national assessments and examinations;
- Information on the ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses);
- Details about children's and young people's immigration status (this is used only to prepare summary statistical analyses);
- Medical information needed to keep children and young people safe while in our care  
Information on attendance and any disciplinary action taken;
- Information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person

## How we store pupil data

To ensure our pupil information is kept safe we have the following controls/limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the periods agreed in Newport City Council's Retention Schedule, after which it will be destroyed. The Retention Schedule is available on request
- the information will be held, used and shared in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

## Who we share pupil information with

We routinely share pupil information with:

Schools that pupils attend after leaving us Newport  
City Council  
The Education Achievement Service (EAS)  
Aneurin Bevan University Health Board (school health checks)  
Welsh Assembly Government  
The Department for Education  
ParentPay  
SIMS  
Dojo  
Seesaw  
GL Assessment Evolve  
Residential Outdoor Education Centres Class  
Colorfoto  
SRS  
Teachers to Parents  
HWB  
My Concern  
Provision Map - Edukey

## 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. When you give your consent for your child's information to be held and/or shared for any purpose, you can withdraw that consent at any time, by contacting the Data Protection Officer named above.

We are required, by law, to pass certain information about our pupils to Newport City Council and Welsh Government. Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed. Any analysis produced must follow Welsh government disclosure rules to ensure that individual pupils cannot be identified. For research purposes wider than education, Welsh Government will use techniques that ensure the data are anonymised before any research takes place. Sharing of anonymised data is outside of the GDPR.

## How long is the information kept?

The data will be kept until the pupil's 25th birthday or for the duration of the criteria which underpin the statutory regulation. After this point the data will be securely destroyed or may be anonymised in line with best practices and used only for statistical and research purposes.

## Requesting access to your personal data

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. If you would like to do this, please contact the school on the contact details below. You have the right to request:

- to have your data rectified if it is inaccurate or incomplete;
- to have your data erased;
- to restrict the processing of your data;
- to exercise your right to data portability;
- to object to the processing for the purposes of direct marketing, profiling and automated decision making.

## Withdrawal of consent and the right to lodge a complaint

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. If you are unhappy with the way the school is using your data, you have the right to complain to us.

If you would like to do this, please contact the school on the contact details below.

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.

## Data Protection Officer

Always Primary is the Data Controller and the Data Protection Officer is:

Digital Services Manager  
Newport City Council  
Civic Centre  
Newport  
NP20 4UR  
Email: [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)  
Tel: 01633 656656

## School Contact Information

Email: [always.primary@newport.gov.uk](mailto:always.primary@newport.gov.uk)

Tel: 01633 277905

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 4 February 2022.