



PRIVACY NOTICE FOR PARENTS/CARERS

At Ysgol Hafan y Môr we collect and hold personal information relating to our pupils when they are admitted to our school from the information you provide to us. We may also receive information from previous schools, local authorities and/or the Welsh Government (WG). We collect and use pupil information under section 537A of the Education Act 1966 and section 83 of the Children Act 1989. We also comply with Article 6(1) (c) and Article 9(2) (b) of the General Data Protection Regulation (GDPR). Ysgol Hafan y Môr is the data controller of the information you provide to us.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, data relating to those with parental responsibility, including contact details)
- 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

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 ensure children are kept safe and their medical needs are met
- to communicate with parents

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Welsh Government (WG).

The lawful basis on which we use this information

We collect and use pupil information to:

- Comply with a legal obligation
- To perform an official task in the public interest
- For reasons of public interest in the area of public health
- Collecting pupil information

While the majority of information we collect about pupils is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General 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.



Storing Pupil Data

We hold pupil data for as long as is necessary to provide our services. Some data we are required by legislation to hold for a period extending beyond the time your child attends the school. The information we hold is stored on computer and also on paper. These records are held securely until your child leaves Ysgol Hafan y Môr. Your child's records will then be securely transferred to their new school. If you would like further information on retention guidelines please speak to **Mrs V Griffiths, Head teacher or Mr J Thomas Data Protection Officer.**

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- other local authorities (e.g. looked after children or if required for safeguarding)
- the Welsh Government (WG)
- examining bodies
- health providers
- educational software providers

Why we share pupil information

- We share pupils' data with the Welsh Government (WG) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with our local authority (LA) and the Welsh Government (WG).
- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

To find out more about the data collection requirements placed on us by the Welsh Government (WG) (for example; via the school census) go to <https://gov.wales/statistics-and-research/schools-census>

The National Pupil Database (NPD)

The development of a National Pupil Database for Wales was a central objective of the Assembly's Information Management Strategy (IMS) for schools, Local Education Authorities, and Post 16 providers. The National Pupil Database plays an important role in raising educational standards in Wales and is a key project within the Individual Learner Data Programme. The database holds individual pupil records collected via the Pupil Level Annual School Census (PLASC) linked to the pupil's attainment data relating to both statutory key stage assessments and external examinations such as GCSEs. The National Pupil Database utilises the Unique Pupil Number (UPN) to increase the accuracy of data matching. The database has enormous value as the key



reporting element of the database is web based, thus allowing individuals to access data without the need for sophisticated statistical packages.

We are required by law, to provide information about our pupils to the Welsh Government (WG) as part of statutory data collections such as Pupil Level Annual School Census (PLASC). Some of this information is then stored in the NPD.

To find out more about the NPD, go to <https://beta.gov.wales/sites/default/files/publications/2018-03/section-6-national-pupil-database-npd-english-only.pdf>

The database provides the facility for comparison at both school and local authority level, together with a range of summary information reports. Schools have the facility to compare themselves against other statistically similar schools across Wales, using more detailed comparator factors such as language and ethnic mix. In addition the database allows users to identify statistically similar schools or LEAs and liaise anonymously via email to share examples of good practice. The National Pupil Database provides schools a powerful tool in the self evaluation process.

In addition to on-screen reporting via the Internet, the package allows downloading of data for detailed analysis.

The database provides an invaluable analysis tool for LEAs and stakeholders, removing some of the “number crunching” enabling them to focus more closely on the use of data and on helping schools to use management information effectively to the benefit of pupils.

For all users there are benefits in terms of reducing duplication of effort and data collection by making data readily available in formats that users need, for example national curriculum results presented in formats for use in Governors Annual Reports and School Prospectuses, Estyn pre-inspection reports, and comparative analysis for LEAs.

Recent developments have seen a selection of key performance indicators, already in the public domain made available to the public via the NPD on pages that do not require a login to the main site. In this way an individual can access a limited selection of information about a single specific school in a straight forward manner via the NPD, one school at a time.

Guidance on appropriate use of the data is also available.

The range of reports and analysis available on the NPD is continually reviewed; responding to feedback, ensuring the database meets the need of the end user. For example, Benchmark Tables for schools have been made available on the site since 2006 allowing schools to download tables prepopulated with their own school performance.

The NPD is a secure website, with access restricted to authorised users only. Access to the database is strictly controlled via allocated User IDs and passwords. Individuals wishing to apply for access to the NPD will be required to complete an application form to determine their level of permissions.



- School staff can have access to the database on the authorisation of their Headteacher. Local Authority staff may also have access to the database co-ordinated by the authority's National Pupil Database representative.
- Stakeholders such as the Welsh Assembly Government and Her Majesty's Inspectorate for Education and Training in Wales (ESTYN), together with researchers can have access to the National Pupil Database. The level of access is dependant upon the Protocol produced by the Assembly.

To apply for access to the NPD please complete the application form on the NPD website at the following address: www.npd-wales.gov.uk An example is provided for your information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information (**Subject Access Request**), contact **Mrs V Griffiths, Head teacher or Mr J Thomas – Data Protection Officer**

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 ask 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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs V Griffiths, Headteacher or Mr J Thomas, Data Protection Officer
Ysgol Hafan y Môr
Heywood Lane
Tenby
SA70 8BZ

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