WELCOME TO OUR DATA PRIVACY NOTICE

AIM

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) that came into force in May 2018.

This policy applies to all data, regardless of whether it is in paper or electronic format.

LEGISLATION AND GUIDANCE

This policy meets the requirements of GDPR, and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education.

DEFINITIONS

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special Category Data	Data such as: • Contact details • Racial or ethnic origin • Political opinions • Religious beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Physical and mental health • Sexual orientation • Whether a person has committed, or is alleged to have committed, an offence • Criminal convictions
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data Controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data Processor	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

DATA PROTECTION

Principles

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes ('purpose limitation');
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary
- processed in a manner that ensures appropriate security of the personal data

Your rights

- Your right of access - You have the right to ask us for copies of your personal information
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.

ROLES AND RESPONSIBILITIES

The Governing Board has overall responsibility for ensuring that the school complies with its obligations. Day-to-day responsibilities rest with the headteacher, or the deputy headteacher. The headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. It is a legal requirement to appoint an independent Data Protection Officer. Sarah Webb has been appointed and is contactable via email sarah.webb@e2e-education.co.uk

PRIVACY/FAIR PROCESSING

We hold Personal and Special Category Data about pupils and parents to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational need
- Exclusion information
- Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We may share data with third parties to support the educational needs and smooth running of our school. These third parties may include, but will not be limited to, facilities providers (e.g. catering) and specialist software providers. We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should make their request in writing to the Head Teacher.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

DATA STORAGE AND SECURITY

Paper based records, digital records and portable electronic devices, such as laptops and hard drives that contain personal information, are compliant with GDPR and are regularly assessed by our DPO. Destruction and archiving of Personal Data procedures are also aligned to GDPR.

HOW TO MAKE A COMPLAINT

If you feel that we have mishandled your or your child's Personal and/or Special Category data at any time you can make a complaint to the Head Teacher by emailing smmail@hwbcymru.net or phoning 01352 733231. For further information on our complaints procedure please follow this link.

Alternatively, you can contact our DPO to make a complaint, sarah.webb@e2e-education.co.uk or contact the Information Commissioners Office by visiting their website (https://ico.org.uk/make-a-complaint/) or by calling their helpline on 0303 123 1113.

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