

‘At Maes Ebbw all are challenged to grow and succeed.’



## **PRIVACY NOTICE and GENERAL DATA PROTECTION REGULATION (GDPR)**

### **How we use pupil information**

#### **Why do we collect and use pupil information and Legal Basis for Using Information**

We collect and use pupil information under section 537A of the Education Act 1996, 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).

We use the pupil data:

- As part of our admissions process
- To support pupil teaching and 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 access our school meals, payments and school communication system
- To support you to decide what to do after you leave school

#### **Categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, unique learner number and 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 results, special educational needs information, relevant medical information

#### **Collecting pupil information**

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 General Data Protection Regulation, 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 information**

Maes Ebbw keep information about you on computer systems and also sometimes on paper.

We hold your education records securely (computerised and paper) in accordance with guidance issued by the Local Authority regarding document retention i.e. to comply with legal requirements e.g. date of birth plus 25 years for prime documents linked to safeguarding, SEN, Educational Psychology, School Admissions, EWS and 7 years for PLASC counts, class counts, SEN registers, School Action Plans, GEMS intervention referrals, admissions reports, school meals reports etc. after which they are safely destroyed.

Access to the school's IT and Data Systems is restricted to authorised individuals only and is underpinned and protected by our Data Protection Policy. Access is logged and routinely monitored to protect users and the integrity and security of systems and data.

CCTV footage is routinely retained for a period of 30 days and then the footage is erased.

Phone records/messages are retained for a period of 3 months.

We have a third party arrangement with a catering partner to access information for school meal purposes. This information is held on a computerised system and is accessed by the catering staff but not shared.

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Basic pupil information is retained on our SIMS system (School Management Information System) and retained for a period of 25 years.

Where data resides on third party systems e.g. Google Apps, contracts exist to ensure data security, integrity and retention periods match legislation with Maes Ebbw School's in house systems.

As part of our adoption of the Thrive Approach, we carry out assessments of whole classes and individual children in relation to their social and emotional development. This assessment is automatically analysed, providing indicators of any particular areas for development and support. The results are used to guide the teacher or other adult as to the activities and teaching that would be useful for that class or child.

All system backups are encrypted and are held in multiple, physically secure locations as part of the school's disaster recovery plan.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, are legally required to do so or the data is required for operational purposes.

Paper records are held in lockable cabinets. Control to areas where records are stored is restricted – pupils and visitors are not permitted to access any such area unless required and under the supervision of a staff member.

## **Who do we share pupil information with?**

We routinely share pupil information with:

- Other Schools / colleges or placements that pupils attend after leaving us
- Qualification Awarding bodies i.e. ASDAN. For additional information and the ASDAN privacy notice please refer to: <https://www.asdan.org.uk/courses/policies-and-regulations>
- The Local Health Authority School and Community Nursing Team.
- Our local authority (Newport City Council) and the Education Achievement Service (EAS)
- Welsh Assembly Government
- Education and skills Funding Agency, the information is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue students with a Unique Learner Number (ULN) and to create the student a Personal Learning Record, as part of the functions of the DfE. For more information about how the information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

## **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.

We share pupils' data with the Welsh Assembly Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the Welsh Assembly Government (for example; PLASC and post16 data, go to <http://gov.wales/topics/educationandskills/schoolshome/schooldata>

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

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## Requests for Information

All recorded information held by the School may be subject to requests under the Freedom of Information Act 2000, and the General Data Protection Regulations. If you would like to submit a Freedom of Information / Subject Access Request, you can e-mail us here. Subject Access Requests will be dealt with within one month (including weekends) of the date of receipt by the school. Please note that no charge is made for this information. Requests should be marked for the attention of Nicola Allan and e-mailed to;

[maes.ebbw@newport.gov.uk](mailto:maes.ebbw@newport.gov.uk)

## Your Rights

The Data Protection Act/GDPR gives you a number of rights. Please note that not all of your rights are absolute and we will need to consider your request upon receipt.

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.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting one of the two contacts detailed below or directly to the Information Commissioner's Office at:- <https://ico.org.uk/concerns/>

## Contact:

If you would like to get a copy of the information about you that Newport City Council provides to other providers please contact the Digital Services Manager: [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk).

If you would like to discuss anything in this privacy notice, please contact: Chris May [chris.may@newport.gov.uk](mailto:chris.may@newport.gov.uk) who will be pleased to assist.