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Contact Details:

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Description of Privacy Notice:

This privacy notice will explain how Cwmfelinfach Primary School use will process personal information about pupils and families.

How we will use your information

Source and type of information being processed

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

- 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 and absence reasons)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- contact details, contact preferences, date of birth, identification documents
- performance in internal and national assessments and examinations, assessment information
- pupil and curricular records
- details of any medical conditions, including physical and mental health
- details of any support received, including care packages, plans and support providers
- photographs
- CCTV images captured in school

Source of the personal data

This information has been collected from:

- Pupils/families directly, (e.g. via registration forms at the start of the school year, school trip applications, etc)
- Other schools where a pupil has previously attended
- Caerphilly County Borough Council Education Directorate
- Caerphilly County Borough Council Social Services Directorate (if applicable)
- Aneurin Bevan University Health Board School Health Service

If you would like further information on the source of this information, please contact the school.

Processing during a school closure/remote learning

Cwmfelinfach Primary School continue to process personal data for the purposes detailed under the 'Why do we collect and use your information' section of this privacy notice. However, your personal data may be processed in new ways as we move towards a more digital learning approach. These are as follows:

- the provision of educational services to individuals either face-to-face or remotely using digital learning opportunities as directed by Welsh Government;
- monitoring pupils'/children's educational progress when learning remotely;
- monitoring the welfare of pupils when learning remotely;
- the giving of support and guidance to children and young people, their parents and legal guardians;

Please note that an appropriate professional from Cwmfelinfach Primary school may make 'wellbeing calls' to pupils learning remotely in order to carry out these functions.

All maintained schools are expected to "keep all children safe and well" and ensure that learners are being supported as they would when attending school. The current situation means that educational progress and pupil wellbeing is tracked another way by keeping in regular contact with families and offering support.

The process complies with the below education legislation and Welsh Government guidance:

Education Act 2002(175)
Duties of LEAs and governing bodies in relation to welfare of children

(1) A local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.

Developing approaches to support distance learning
"Across our education system we are prioritising support for all learners to keep learning and transition effectively back into school when the time comes. Therefore, this advice focuses on the work of settings and schools in considering how all learners can be supported to return to education in a positive frame of mind, and to continue as seamlessly as possible with their learning.

To help make this happen schools, PRUs and settings are advised to make all efforts to:

- *keep all children safe and well*
- *offer access to childcare for critical workers*
- *ensure learners who are at most risk are being supported*
- *support the well-being of the education workforce*
- *allow learners to access learning through digital or other accessible methods in a practical and uncomplicated way*
- *support all partners' shared understanding of how effective, organised distance learning can provide a breadth of learning experiences*
- *support parents/carers access to guidance to understand their role in supporting their children within distance learning*
- *support the well-being and basic skills of learners through effective contact and communications.*

Settings and schools will have access to support from regional consortia and local authorities as they develop their approaches to distance learning. This advice includes signposting to some models that settings and schools may wish to adopt or adapt as part of their distance learning strategy."
https://hwb.gov.wales/storage/19393a15-8ee2-42f8-b648-ba2edaeb56db/developing-approaches-to-support-distance-learning.pdf

Your Obligations

Certain pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory due to a legal or contractual obligation (please see below), some if it is optional, and if this is the case you will be asked to give your consent.

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. The school will also outline any consequences should you decide not to provide information or to subsequently withdraw consent.

Why do we collect and use your information

Cwmfelinfach Primary School collects information about children and young people and their parents or legal guardians upon enrolment and at other key times during the school year. When children and young people transfer to the School, we may receive information from other schools and early years providers.

Cwmfelinfach Primary School processes the information it collects to administer the education it provides to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;

Cwmfelinfach Primary School collects information about children and young people and their parents or legal guardians when they apply for admission to Cwmfelinfach Primary school. This data can be accessed by Caerphilly County Borough Council for the same reasons listed above.

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 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 keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for Welsh Government data collections
- to administer trips and activities, catering and free school meal management, which may include identity management/authentication using biometrics
- to support pupils to decide what they want to do after leaving school

Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified.

Mandatory school processing of pupil information is covered by:

6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

The public task is provided by:

Education Act (1996/2002);
Special Educational Needs Code of Practice for Wales (2002)
WG REGULATIONS

Optional processing of personal data is covered by the Article 6 condition:

6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

For instance, Cwmfelinfach primary School will ask for your consent to publish or display photographs of your son/daughter on displays around the school, in newspaper or local magazine articles, and on our website and/or social media pages. You have the right to withdraw consent at any time. Please contact the school for further information.

Data Protection legislation provides extra protection for certain classes of information called 'special categories of personal data', which includes:

- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Political opinion
- Physical or mental health or condition
- Genetic data
- Biometric data (where used for identification purposes)
- Sexual life or orientation
- Trade union membership

Data Protection legislation also provides extra protection for personal data in relation to criminal allegations, proceedings, outcomes and sentences.

If any information falls within these definitions, additional conditions are required from Article 9 for special category data and Article 10 for personal data relating to crimes, taking into account additional provisions of the Data Protection Act 2018. If you have any questions in the meantime, please contact the school.

Article 9(2)(g) for special category data –
processing is necessary for reasons of substantial public interest on the basis of Union or Member State law; and Article 10 for criminal data – when the processing is authorised by Union or Member State law.

The relevant Member State law is the Data Protection Act 2018, and this processing is covered by Schedule 1, Part II, 6(1).

This condition is met if the processing—

(a) is necessary for a purpose listed in sub-paragraph (2), and
(b) is necessary for reasons of substantial public interest.

(2) *Those purposes are—*

(a) the exercise of a function conferred on a person by an enactment or rule of law;
(b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

Who will have access to your information?

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Cwmfelinfach primary School.

The Data Protection Officer is contracted by the school to Caerphilly County Borough Council. You can contact the school Data Protection Officer on 01443 864049, or by email at dataprotection@caerphilly.gov.uk

Details of main users of your information

The main users of your information will be Cwmfelinfach Primary school.

Details of sharing your information with other organisations

We may be required to share certain pupil information with specific organisations, but only with a clearly defined reason and an appropriate legal basis under data protection law.

We always ensure that the sharing of personal information is securely undertaken.

Organisation	Reason	Lawful Basis
School/College/Day Centre that the pupil subsequently attends	Continuity of education	Compliance with a legal obligation (Art 6 GDPR)
Caerphilly County Borough Council	To monitor education provision and research to inform policy and funding decisions	Compliance with a legal obligation (Art 6 GDPR)
	To provide IT support	Processing necessary for performance of a contract (Art 6 GDPR)
	To provide Health and Safety support	Processing necessary for performance of a contract (Art 6 GDPR)
	To defend insurance claims	Processing necessary for legitimate interests (Art 6 GDPR) and legal proceedings (Art 9 GDPR)

	To administer Special Educational Needs support	Compliance with a public task (Art 6 and 9 GDPR)
	For safeguarding purposes	Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 GDPR)
	To provide school-based counselling services.	Compliance with a public task (Art 6 and 9 GDPR)
	To provide the Kerbcraft Road Safety Training service (years 1 and 2 only)	Compliance with a legal obligation or public task (Art 6 GDPR) under Section 39(3)(b) of the 1988 Road Traffic Act
	To provide swimming lessons under the Nofio Ysgol scheme	Compliance with a public task (Art 6 and 9 GDPR)
Welsh Government (further detail below)	Provision of statistics to monitor education	Compliance with a legal obligation (Art 6 GDPR)
Education Achievement Service	To support school with bench marking and target setting to help raise education standards. To produce up-to-date and accurate information also provided to inform School Governors.	Compliance with a legal obligation or public task (Art 6 GDPR)
Aneurin Bevan University Health Board	To provide a school health service	Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)
	Safeguarding purposes	Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 GDPR)
Therapy Intervention Services	Staff from other services (including social workers and doctors) working with a child so that a multi professional approach can be adopted for trying to understand problem behaviours and for risk management purposes	Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)

Sharing information with Welsh Government

In addition, the **Welsh Government** receives information on pupils directly from schools normally as part of statutory data collections which consists of the following:

- Pupil Level Annual School Census (PLASC)
- National data collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection

In addition to the data collected as part of PLASC, the Welsh Government and Local Authorities also receive information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level which comes from Schools or Awarding Bodies (e.g. WJEC).

The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics. Further information is on the Welsh Governments' use of personal data is set out within the Welsh Governments' Privacy Policy which is available here.

Details of any external data processors

Arbor (data management)

Student data processed: Student data processed: Names, class, and date of birth, parent names, address, medical information, UPN number, presence and absence from school and telephone numbers
Arbor is a cloud-based management information system (MIS) solution used to record and manage data breaches reported, audit progress, and map data held by the School. The solution is a product from Arbor, which is hosted at a Amazon Web Services in the UK and data is encrypted at rest in cloud storage and as it travels across the internet or within networks.
https://arbor-education.com/about-us/data-protection-gdpr/
https://arbor-education.com/privacy-notice-cookie-statement/

I Teach (visitor sign-in)

Student data processed: Full name, DOB, class, reasons for absence, exit and entry time. Halo Support is used to assist in processing personal data. The system is in place for signing in and out for staff, visitors, and pupils. Data is stored on the iPad in school and is not transferred to ITeach. The system will provide reports of attendance, time in and time out, and will be emailed via the schools @caerphilly.gov.uk account.
https://www.i-teach.org.uk/

Monster Phonics (on-line journal)

Student data processed: Full name

Monster Phonics is an enhanced systematic synthetic phonics scheme. It teaches phonics in a comprehensive structured progression but provides additional multi-sensory support to make learning more memorable and engaging.

https://monsterphonics.com/privacy-policy/

GL Assessment (pupil assessment)

Student data processed: pupil names, class, dates of birth

GL Assessment is used by the school for English, Reading and Maths assessments. We share information in order for assessments to be standardised. Passwords are changed every 6 months to safeguard users. Any access to the data by the company is tracked and a detailed audit log maintained together with the reasons for access.
https://www.gl-assessment.co.uk/support/privacy-policy/ |
https://www.gl-assessment.co.uk/media/286590/data-policy-apr-2018.pdf

Evolve (risk assessments)

Student data processed: pupil names, class, dates of birth

Evolve assists the school in risk assessing school trips for staff, visitors, and pupils. Data is stored in databases within the United Kingdom and each server has Proactive Threat Monitoring to detect any intrusion attempts.
https://evolve.edufocus.co.uk/evco10/privacy.asp |
http://edufocus.co.uk/pages/evolve/gdpr.asp

Eduspot Teachers2Parents (home-school communications)

Student data processed: pupil names, classes, parent names, and telephone numbers

Eduspot Teachers2Parents is linked with Capita SIMS via a sub-processor and extracts information. The system is used to keep parents and carers up to date with relevant information regarding any school events, activities, or closures.
https://eduspot.co.uk/privacy-policy/

Microsoft Outlook (communication)

Student data processed: pupil names, classes, parent names, and telephone numbers

Microsoft Outlook is an email system that supports the Senior Management Team with business administration and communicating with the Local Authority. Data is stored in UK Data Centres and Miscrosoft control staff access to personal data. Microsoft ensure data is encrypted when stored in their Data Centres and when it travels across the internet.
https://www.microsoft.com/en-us/trust-center/privacy/gdpr-overview |
http://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46

Google for Education (learning support/communications)

Student data processed: pupil names, year groups and class

Google for Education (i.e. Gmail, Google Drive, Docs/Sheets/Slides) is used by the school to create assignments, communicate with students through a school-wide email system for teachers, provide feedback on student work, and track student progress within classes. Data is encrypted and information is stored securely within UK Data Centres. Google monitor staff access controls and there is a strict security monitoring program in place to detect any unauthorised access to the network or by employees.
https://cloud.google.com/security/gdpr/resource-center/

HWB (national assessments/additional services)

Student data processed: pupil names, year groups, assessment data

HWB is a Welsh Government digital learning website. It allows learners access to Microsoft packages and various other software. Hwb is linked to Captia SIMS and extracts information. All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform due to mandatory reading and numeracy tests. https://hwb.gov.wales/privacy

Details of transfers to any countries outside of the European Economic Area

ClassDojo (online learning journal)

Student data processed: full name, DOB, class

ClassDojo is used in school to help promote good behaviour and share learning by adding photos and videos to portfolios created for each pupil. This enables the school and pupils to share class stories and individual progress with parents on a regular basis. ClassDojo is an American company that is certified under the EU-US Privacy Shield framework.
https://www.classdojo.com/en-gb/privacy/#how-does-classdojo-protect-children-s-personal-information- |
https://www.privacyshield.gov/participant?id=a2zt0000000GnTlAAK&status=Active

Facebook

Student data processed: photographs, class

Facebook is **a free social networking site where** users connect with friends, family, and communities by sharing photos, videos, status updates, and messages. Posts can contain text, videos, photos or links. To access Facebook, users need an internet connection or smart phone/tablet to use the app or website, facebook.com. is used in school to help share information with the local community.
https://www.facebook.com/privacy/policy/?locale=en_GB

Requests for information

All recorded information held by the school may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation (General Data Protection Regulations 2016 and Data Protection Act 2018).

If the information you provide is subject to such a request, where possible, the school will consult with you on its release. If you object to the release of your information, we will withhold your information if the relevant legislation allows.

How long will we retain your information?

Details of retention period

We hold pupil data securely for the set amount of time documented in our data retention schedule. Cwmfelinfach Primary School will retain information for the duration the child remains at the primary school, and securely transfer the information to the secondary school or alternative provision when the child moves on.

Your Rights (including Complaints Procedure)

Your rights under data protection law

Data Protection laws give data subjects (those who the information is about) a number of rights, which include:

- **Right to be informed** how personal data is collected, stored, managed, protected, and processed.
- **Right of access** to request a copy of personal information held of yourself. However, please be aware that information can sometimes be legitimately withheld.
- **Right to rectification** of inaccurate or incomplete personal data.
- **Right to erasure** where you have the right to have your personal data erased in certain circumstances. This does not include any personal data that must be retained by law.
- **Right to restriction**, which allows you to limit the way we use your personal data in some circumstances.
- **Right to portability** gives an individual the right the receive copies of data provided to a controller in a portable format.
- **Right to object** to the processing of ones personal data; and the final one is the
- **Rights in relation to automated decision making and profiling.**

Children and young people have certain rights under data protection legislation, including a general right to be given access to personal data held about them by an organisation. A child or young person is normally deemed to be mature enough to understand their rights of access from the age of 12 years or over. Therefore, the child or young person should either submit an information request themselves directly to the school, or provide a letter of authority to give a third party (i.e. a parent or carer) consent to act on their behalf. A parent requesting information on behalf of a child would need to provide proof of ID and Parental Responsibility.

To enact your rights, please contact Cwmfelinfach Primary School as detailed at the top of this document. A copy of any individual right request and your response will be kept for 3 years.

Complaints Procedure

If you are unhappy with the way that the school has handled your request / information, you have the right of complaint. Please contact Cwmfelinfach Primary School outlining your concerns in the first instance.

If you remain unhappy, you can contact the schools Data Protection Officer on 01443 864322 / dataprotection@caerphilly.gov.uk You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act in the UK, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities. Further information on your rights is available from: www.ico.org.uk.

Summary Privacy Notice

How we will use your information

Cwmfelinfach Primary School processes personal information about pupils and their families to support pupil learning and monitor attainment, to provide pastoral care, and to keep children safe. We also process personal information to meet the statutory duties placed upon us by Welsh Government, to administer optional school trips and activities, and to deliver the school catering service. Some of the above personal data be processed in new ways during Covid-19 as we move towards a more digital learning approach where educational progresses and pupil wellbeing are tracked another way.

The school takes its responsibilities under data protection law very seriously, and will store and use all personal information securely, disposing of it when no longer required. Personal information may be shared securely for clear purposes with other organisations such as Caerphilly County Borough Council, Welsh Government, or other external partners (e.g. other Local Authorities, Health Boards, and Special Educational Needs Tribunal Wales) that provide a service to pupils/families. You have a number of rights in relation to your personal information, including the right of access to information and the right of complaint.

For further information on how we process your information and your rights please click the following link: