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Contact Details: Please check the School Finder on the Caerphilly County Borough Council website for individual school contact details:
<https://www.caerphilly.gov.uk/Services/Schools-and-learning/Schools>
Alternatively, the *Starting School* booklet includes the contact details for all Caerphilly schools

Description of Privacy Notice: This privacy notice will explain how each school in Caerphilly 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 the Coronavirus Pandemic

Caerphilly schools 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 the school your child attends 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 of 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

Each individual 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.

Caerphilly schools process the information they collect 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;

The school you, or your child attends, collects information about children and young people and their parents or legal guardians when they apply for admission to a Caerphilly 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 (UK 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 UK General Data Protection Regulations, 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)

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, each individual 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 the school you or your child attends.

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 the school you or your child attends.

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 UK GDPR) under the Pupil Information (Wales) Regulations 2011 |
| Caerphilly County Borough Council | To monitor education provision and research to inform policy and funding decisions | Compliance with a legal obligation (Art 6 UK GDPR) |
| | To provide IT support | Processing necessary for performance of a contract (Art 6 UK GDPR) |
| | To provide Health and Safety support | Processing necessary for performance of a contract (Art 6 UK GDPR) |
| | To defend insurance claims | Processing necessary for legitimate interests (Art 6 UK GDPR) and legal proceedings (Art 9 UK GDPR) |
| | To administer Special Educational Needs support | Compliance with a public task (Art 6 and 9 UK GDPR) |
| | For safeguarding purposes | Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 UK GDPR) |
| | To provide school-based counselling services. | Compliance with a public task (Art 6 and 9 UK GDPR) |
| | To provide Information Governance support | Processing necessary for performance of a contract (Art 6 UK GDPR) |

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| | To administer catering service (i.e. dinner cards and cashless catering biometric fingerprint data) | Compliance with a public task (Art 6 and 9 UK GDPR) |
| Welsh Government (further detail below) | Provision of statistics to monitor education | Compliance with a legal obligation (Art 6 UK GDPR) |
| Education Achievement Service | To share school information, benchmarking, target setting with the organisation to help raise education standards. This is information also provided to Governors. | Compliance with a legal obligation or public task (Art 6 UK GDPR) |
| Aneurin Bevan University Health Board | To provide a school health service | Compliance with a public task (Art 6 UK GDPR); public health (Art 9 UK GDPR) |
| | Safeguarding purposes | Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 UK GDPR) |
| | To support the NHS Wales Test, Trace, Protect service in containing the spread of coronavirus. The service is delivered by a number of public sector partners working together, including Public Health Wales, Local Health Boards, Local Authorities, and the NHS Wales Informatics Service (NWIS). We are required to share your name, date of birth, and contact details (including address). | Compliance with a legal obligation (Art 6 UK GDPR) under the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 that requires reasonable measures to be taken to minimise the risk of exposure to coronavirus on premises open to the public and on any premises where work takes place, as well as to minimise the spread of coronavirus by those who have been on the premises. www.gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open |
| Careers Wales | Information is shared in the following ways/circumstances: <ul style="list-style-type: none"> • Personal details/needs/abilities to support college applications • Pupil names and contact details when parents request contact from a Careers Advisor <p>Most often, Careers Wales already have the pupil/family contact details.</p> | Compliance with a public task (Art 6 UK GDPR) under the Education Act 1997 (S44). |

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| 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 UK GDPR); public health (Art 9 UK GDPR) |
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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:

- Post-16 data collection
- 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.

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 (UK General Data Protection Regulations 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. Each individual school will retain information in line with the following guidance from the *Information Management Toolkit for Schools* created by the Information and Records Management Society:

| 3.2 Pupil's Educational Record | | | | | |
|--------------------------------|------------------------|----------------------|--------------------------------|--|----------------------|
| | Basic file description | Statutory Provisions | Retention Period [Operational] | Action at end of the administrative life of the record | Personal Information |

Please note that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice of their own local authority or take independent legal advice.

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| 3.2.1 | Pupil's Educational Record required by The Pupil Information (Wales) Regulations 2011 | The Pupil Information (Wales) Regulations 2011 | | | Yes |
| 3.2.1.2 | Secondary | Limitation Act 1980 (Section 2) | Date of birth of the pupil + 25 years | REVIEW | |
| 3.4.1 | Special Educational Needs files, reviews and Education, Health and Care Plan (including advice and information provided to parents regarding educational needs and accessibility strategy) | Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14 | Date of birth of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act] | SECURE DISPOSAL | Yes |

Details of marketing

You have consented to your contact details being used for marketing purposes. You have been provided with details of the marketing that the school would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the school.

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 to 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 the same rights under data protection legislation. Therefore, a parent/carer who wishes to enact these rights on behalf of a child will need to provide proof of ID and Parental Responsibility. Where a child or young person is aged 12 years of over, they are normally deemed to be mature enough to enact these rights themselves. As a result, the parent/carer will also need proof of consent from the child or young person to enact these rights on their behalf.

To enact your rights, please contact the school directly 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 the school directly 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.