



GAER PRIMARY SCHOOL

Headteacher: **Mr A. Smith**
Email: gaer.primary@newport.gov.uk
Twitter: **@GaerPrimary**
Telephone: **01633 263407**

PRIVACY NOTICE and GENERAL DATA PROTECTION REGULATION (GDPR)

How we collect pupil information

We collect pupil information from you directly or via pupil information forms, Common Transfer File (CTF) or a secure file transfer from a prior school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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 and we will tell you what you need to do if you do not want to share this information with us.

Why do we collect and use pupil information and the 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).

Our main legal bases for collecting and processing this information are:

- Legal obligation: the processing is necessary for us to comply with the law
- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. Occasionally we may also use this information where:

- you have given your explicit consent for us to process this personal information
- we need to protect your child's vital interests

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, welfare and health services
- 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

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

- Personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians;
- Information on any special educational needs;
- Information on performance in internal and national assessments and examinations;
- Information on the ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses);
- Details about children's and young people's immigration status (this is used only to prepare summary statistical analyses);
- Medical information needed to keep children and young people safe while in our care
- Information on attendance and any disciplinary action taken;
- Information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person

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

To ensure our pupil information is kept safe we have the following controls/limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the periods agreed in Newport City Council's Retention Schedule, after which it will be destroyed. The Retention Schedule is available on request
- the information will be held, used and shared in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

Who do we share pupil information with?

We routinely share pupil information with:

- Other Schools or colleges that pupils attend after leaving us
- Our local authority (Newport City Council) and the Education Achievement Service (EAS)
- Welsh Assembly Government
- Schools that pupils attend after leaving us
- Newport City Council
- The Education Achievement Service (EAS)
- Aneurin Bevan University Health Board (school health checks)
- Welsh Assembly Government
- The Department for Education
- ParentPay
- SIMS
- Evolve
- Residential Outdoor Education Centres
- Colorfoto
- SRS
- Teachers to Parents
- Pearson Education
- HWB

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 Newport City Council and the Welsh Assembly Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. Due to the Covid-19 pandemic and schools having to adapt to new ways of working, Welsh Assembly Government need to be able to collect attendance data more frequently than once a year. Collecting up to date information will support us and provide the evidence we need to understand the impact of the Covid-19 pandemic on attendance and how we can support schools.

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.

How long is the information kept?

Gaer Primary School adheres to the following retention periods for computer held personal data:

Pupil homedrives and mailboxes are retained for a period of 1 calendar year.

Staff homedrives and mailboxes are retained for a period of 5 calendar years.

School Library Management System – records retained for the duration of a pupils time in school

System and web filter logs are retained for a period of 1 calendar year with the exception of print logs which are held for a period of 1 calendar year and 1 month.

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

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.

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 wish to withdraw your consent to the processing of your data or 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 either Gaer Primary School or directly to the Information Commissioner's Office at:- <https://ico.org.uk/concerns/>

School Contacts:

gaer.primary@newport.gov.uk or

Gaer Primary School,
Gaer Road,
Newport. NP20 3GY
Tel: 01633 263407

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our complaints procedure. The Information Commissioner can be contacted 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: **Data Protection Officer**

Gaer Primary School is the Data Controller and the Data Protection Officer is Mrs. Rogers;

Digital Services Manager
Newport City Council
Civic Centre
Newport
NP20 4UR
Email: information.management@newport.gov.uk
Tel: 01633 656656

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on October 2020