

Ysgol Maes Hyfryd
Privacy Notice – What Ysgol Maes Hyfryd does
with the information held on pupils



This leaflet tells you about what Ysgol Maes Hyfryd does with your child's personal and performance information (data), and any personal information (data) relating to you as parent / guardian.

The Collection of Personal Information

Ysgol Maes Hyfryd collects information about pupils and their parents or legal guardians during the school year. Flintshire County Council and Welsh Assembly will receive information on pupils from Ysgol Maes Hyfryd normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

Personal information held

The personal information that will be held includes;

- personal details such as name, address, date of birth, contact details for parents and guardians and also pupils photographs. We may on occasions display your child's first name with photographs eg. in the school newsletter.
- information on performance in internal and national assessments and examinations
- information on the ethnic origin and national identity of pupils
- details about pupils immigration status
- medical information needed to keep pupils safe while in the care of the school
- information on attendance and any disciplinary action taken
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Ysgol Maes Hyfryd will ensure that information is accurate and secure.

The use made of this personal information

Welsh Government uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Flintshire County Council also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets.

Ysgol Maes Hyfryd may use personal information to contact parents and guardians by mobile phone or email.

Ysgol Maes Hyfryd and Flintshire County Council will use the information collected to administer the education it provides to pupils. For example;

- the provision of educational services to pupils
- monitoring and reporting on pupils educational progress
- the provision of welfare, pastoral care, and health services; SEN and transport requirements
- exclusions and attendance
- the giving of support and guidance to pupils their parents and legal guardians
- the organisation of educational events and trips
- planning and management of the school
- recording of monetary payments to and from pupils/students and parents/guardians.

Organisations who may share personal information

Information held by Ysgol Maes Hyfryd, Flintshire County Council and Welsh Assembly on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities
- bodies doing research for the Welsh Assembly and Flintshire County Council so long as steps are taken to keep the information secure
- central and local government for the planning and provision of educational services
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils
- various regulatory bodies, such as ombudsmen, inspection authorities and Government fraud initiatives, where the law requires that information be passed on so that they can do their work.

Your rights as an individual under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- the right to ask for and receive copies of the personal information held, although some information can sometimes be legitimately withheld
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress
- the right to ask for wrong information to be put right
- the right to seek compensation for damages caused by a breach of the Act.

- in some circumstances a pupil's parent or legal guardian may have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact either:

- Mrs H Millard, Headteacher, Ysgol Maes Hyfryd 01352 792726
- Data Protection Officer for Ysgol Maes Hyfryd - info@gdbr.co.uk

Information can also be sought from:

- Information Commissioner's office 01625 545 745.
www.informationcommissioner.gov.uk

Signed Carolyn Worthington, Chair Finance & Personnel
Committee (KQ3)

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