**Neyland Community School**

**Privacy Notice**

**What Neyland Community School, the Local Authority and the Welsh Assembly Government does with information it holds on Pupils**

This Privacy Notice provides information about the collection and processing of pupils’ personal and performance information by the Welsh Assembly Government, Pembrokeshire Local Authority (LA) and Neyland Community School.

**The collection & processing of personal information**

Neyland Community School collects information about pupils and their parents or legal guardians when they enrol at the School. The School collects information at other key times during the school year. Information is also received from other schools when pupils transfer. Any personal or sensitive information you share with us will be used to provide you with services and any statutory duties the Local Authority is required to fulfil. The processing of your data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the School and Local Authority as the data controller.

We use this personal data to:
- support our pupils’ learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- provide catering and payment services
- communicate with our pupils and parents/carers
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes (including CCTV)

**The sharing of personal information - Welsh Government (WG) & Local Authority (LA)**

Neyland Community School has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils 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 [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics).

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of Schools, to calculate the performance of Schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and the LA receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

**Organisations who may share personal information**

Information held by Neyland Community School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when necessary including the Auditor General for Wales and the Local Health Board (School Nurse). For example if the sharing of information would protect a child’s safety or, if the sharing is strongly in a child’s best interest. We will not give information about our pupils to anyone without your consent unless the law allows us to do so.

We may need to share your child’s personal information within the Local Authority and other services (e.g. a training provider) as part of Welsh Government’s Youth Engagement and Progression Framework, a process designed to support your child’s learning, and help them progress into further education, employment or training. We will only share the minimum amount of information necessary with whom we are legally obliged.

Examples of information we may need to share include:
- Name,
- Date of birth,
- Examination results,
- Barriers to learning.
Your Rights & Accessing Personal information held about your child

Pupils have certain rights under the General Data Protection Regulation 2016, including the right of access - to be given access to personal data held about them. A parent or guardian would normally be expected to make a request on a child’s behalf if the child is younger than 12 years of age.

The right to rectification - You have the right to ask to have your information corrected.

The right to restrict processing may apply - You may request that we stop processing your personal data in relation to any council service. This may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

The right to object - This is not an absolute right and will depend on the legal basis for processing your personal data.

If you wish to access your personal data, or that of your child, then please contact Neyland Community School in writing.

How long do we keep hold of your information?
We will only hold the information provided to us for as long as is required by law and to provide you with the necessary services. Data will be held in accordance with our retention schedules and will be securely disposed of once it is no longer required. For example, financial information such as Invoices are destroyed after 7 years. For further information on retention schedules, please contact Neyland Community School.

Other information
The Welsh Government, LA and Neyland Community School place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The outside areas of our school are all monitored by CCTV. It is not used internally. Buses and coaches used for educational visits may use CCTV and audio recordings. This is beyond our control. Please check our CCTV Policy on our school website www.neylandcommunity-school.co.uk for further information.

The Welsh Government, LA and Neyland Community School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Seeking further information
For further information about the personal information collected and how it is used or, 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;

- Neyland Community School, John Street, Neyland, Pembrokeshire, SA73 1TH, Tel 01646 600659;
  E-mail: DataProtection@pembrokeshire.gov.uk
- your Local Authority Data Protection Officer on 01437 775503;
- the Welsh Government’s data protection officer at, The Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- The Information Commissioner’s office help line can be contacted on 03031231113;

Customer Contact: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.
Information is also available from www.ico.gov.uk