



## **Privacy Notice**

(How we use pupil information)

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)
- Assessment information (such as grades, forecasts and test results)
- Medical information (such as allergies, medication)
- Additional Learning Needs
- Behaviour information (Positive and negative behaviour, and exclusion information)
- CCTV

## **Why we collect and use this information**

We use the pupil data:

- to support the learning of pupils
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of guardian/carer information that we collect, hold and share include:

- personal information (such as name, address)
- relationship to pupil

We use the guardian/carer data:

- to contact you
- to share information with you

## **The lawful basis on which we use this information**

We collect and use pupil information under Section 537A of the Education Act 1996 and Article 6 and 9 of the GDPR.

## **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 (GDPR), 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 data**

We store your data on secure computers and in paper records which are secured physically. The school is legally required to store personal data about pupils after they have left school. To meet these obligations we hold pupil data until the pupil is 25 years of age. So, for most pupils leaving Acton Park Primary School when they are 11 years of age, we will hold data about them for a further fourteen years before securely destroying it.

## **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- School Effectiveness and Improvement Service for North Wales (GwE)
- Welsh Government (WG)
- The NHS (only the data required so that it can organise immunisation programs. This data includes the pupil's name, address and date of birth and the name, address and date of birth of the pupil's guardian/carer)
- HWB
- Teachers2Parents (our texting, electronic payments and appointments system)
- Seesaw
- Tempest (for our school photographs)
- Primarysite (our website provider)
- Cycle Experience (our Bikeability provider)
- 'Friends' Wrap Around Care facility (linked to health and safety e.g. care plans).

## **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 the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about how the Welsh Government uses student data go to:

<https://gov.wales/docs/dcells/publications/171117-privacy-notice-young-peoples-en.pdf>

We are required to share information about our students with our local authority (LA) and the Welsh Government.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Welsh Government (for example; via the school census) go to:

<https://gov.wales/topics/educationandskills/schoolshome/schooldata/ims/datacollections/?lang=en>

For more information about services for young people, please visit our local authority website: [www.wrexham.gov.uk](http://www.wrexham.gov.uk)

### **The National Pupil Database (NPD)**

The NPD for Wales is owned and managed by the Welsh Government and contains information about students in schools in Wales. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Welsh Government. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the Welsh Government as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD for Wales. To

find out more about the NPD for Wales, go to <https://gov.wales/statistics-and-research/about/how-we-use-your-data/?lang=en>

## **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Lead – Mr. J Roberts, Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

The School Data Protection Lead

Mr. J Roberts

01978 318950

[mailbox@actonpark-pri.wrexham.sch.uk](mailto:mailbox@actonpark-pri.wrexham.sch.uk)