

## **Fair Processing Notice:**

**What the School, Local Authority, Regional Education Service and Welsh Government do with the pupil information they collect and hold.**

### **Subject:**

This leaflet tells you what the school, Denbighshire Local Authority (LA), North Wales Regional Consortium and Welsh Government may do with your or your child's personal data and performance information.

### **The collection of personal information:**

Schools collect information about new pupils and their parents or legal guardians. Schools collect information at other times during the school year and information is also received from the previous school when pupils transfer.

The LA and Welsh Government receive information about pupils from schools, normally as part of the Pupil Level Annual Schools Census (PLASC) which takes place in January each year.

The school, LA and Welsh Government receive information about exams, national curriculum assessments and test results.

### **Personal information held:**

The type of personal information held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information on Exclusions from school and any disciplinary action;
- admissions and transport applications;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

### **How the personal information is stored**

Electronic data bases: SIMS, One, DEWi,

### **Use and sharing of personal information**

The **School** uses the information it collects to administer the education it provides to pupils. For example, to:

- provide educational services to individuals;
- monitor and report on pupils' educational progress;
- provide welfare, pastoral care and health services;
- support and provide guidance to pupils, their parents and legal guardians;
- organise educational events and trips;
- manage the school and for future planning.

The **LA** uses the personal information collected to do research and to support the provision of Education and welfare related services. The results of research are used to make decisions on policy

and the funding of schools, to calculate the performance of schools and help to set targets. The research is done in a way that ensures individual pupils cannot be identified. Personal information is held in a database (need something in about single pupil record)

Denbighshire works in partnership with North Wales Regional Consortium and an approved Information Sharing Protocol (ISP) is in place, which meets the Wales Accord on the Sharing of Personal Information (WASPI) framework. The ISP supports the regular sharing of personal information, held in electronic management information systems within schools and Authorities, for delivery of education and support services.

### **Regional Education Services**

The school and the Local Authority will share information with regional education services for the purposes and benefit of:

- Maintaining accurate data.
- Delivery of education services – regional and local.
- Provision of statutory, Consortium and Authority returns.
- Analysing and reporting performance of pupils, schools, services, Authorities and the Consortium.

Information is shared with Health Boards and specialist hospitals to inform medical diagnosis/service provision plus identification and delivery of relevant and targeted educational support that take account of medical conditions

**Welsh Government** uses the information collected to carry out research and to support the provision of educational services. Research informs educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at <http://wales.gov.uk/topics/educationandskills> or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics). Welsh Government also use pupil information to support the provision of educational services, such as the national learning platform, Hwb+.

### **Organisations who may share personal information:**

Information held by the School, LA, North Wales Regional Consortium and the Welsh Government about 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 and colleges, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Government, LA and schools, for example Careers Wales, 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 and inspection authorities, where the law requires that information be passed on so that they can do their work.

### **Other information:**

Schools, the LA, North Wales Regional Consortium and Welsh Government will try to ensure that information is accurate and secure. Personal information may be shared within the European Economic Area (EEA). In some cases personal data may be shared outside the EEA as long as the

country or territory outside the EEA ensures an adequate level of protection for the rights and freedoms of individuals when processing their personal data, as defined by the Information Commissioner's Office.

#### **Your rights 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 on **you**, 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 incorrect information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- 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.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of 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:

- the Headteacher of your / your child's school;
- Denbighshire County Council on 01824 706101;
- Wales Accord on the Sharing of Personal Information - Information Sharing Protocol for N Wales Authorities and their Schools V 1.0
- Welsh Government's Data Protection Officer at: Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- Information Commissioner's Office help line on 01625 545745;
- information is also available from [www.ico.gov.uk](http://www.ico.gov.uk)