

# Privacy Notice: What the School, Local Education Authority and Welsh Assembly Government does with Information it holds on Pupils

## Subject

To meet the requirements of the General Data Protection Regulation 2018, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed on. This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Wrexham Local Education Authority (LEA) and Darland School.

## The collection of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The school processes the information it collects to administer the education it provides to pupils.

For example:

- the provision of educational services to individuals
- monitoring and reporting on pupils' educational progress
- the provision of welfare, pastoral care and health services
- 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

## Welsh Assembly Government & Local Education Authority (LEA)

The Welsh Assembly Government receives information on pupils normally 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 at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The Welsh Assembly Government, LEA and 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 Welsh Assembly Government, LEA and school will endeavour to ensure that information is kept accurate at all times.

The LEA and Welsh Assembly Government uses the personal information collected via PLASC to do 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, the Welsh Assembly Government and LEAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

## Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, pupil identifiers (such as photograph) 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)
- details about pupils' immigration status (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 about the involvement of social services with individual pupils where this is needed for the care of the pupil
- in addition, consent will be requested for biometric fingerprint details for canteen use

## Organisations who may share personal information

Information held by the School, LEA and the Welsh Assembly Government on pupils, their parents or legal guardians may also 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 Government, LEA and schools, 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

Pupils have certain rights under the GDPR, including a general right to be given access to personal data held about them by any organisation. The presumption is that by the age of 13 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Contact details are at the end of this page.

### **Pupils Aged 14 or Over**

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record (PLN). The ULN is required to fulfil statutory requirements for administrations of services within the education and training sector. You cannot opt out of being issued with a ULN by the Learning Records Service. However, you can opt-out of sharing your PLR. For details of how you may opt out of sharing your participation and achievement data refer Gov.UK: Useful Information for Learners and Parents: <https://www.gov.uk/government/publications/learning-records-service-the-plr>

### **Your rights under the General Data Protection Regulation 2018**

The GDPR 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 wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the GDPR 2018 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian will 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 GDPR 2018, 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 GDPR 2018, you should contact:

- your child's school  
Darland High School, Chester Road, Rossett, Wrexham, LL12 ODL Tel: 01244 570588
- your Local Authority  
Wrexham County Borough Council on Tel: 01978 292000;
- the Welsh Assembly Government's Data Protection Officer at:  
The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ
- the Information Commissioner's office  
Tel: 029 2067 8400 (Wales Helpline)
- information is also available from [www.ico.gov.uk](http://www.ico.gov.uk)