



Achieve Excellence

Exceed Expectations

**Ysgol Maes y Felin**

Penymaes Road  
Holywell  
Flintshire  
CH8 7EN

01352 711366

Pennaeth/Headteacher  
Mr. Peter Davies B.Ed (Hons)

# GDPR Privacy Notice

<b>Date policy approved and adopted</b>	October, 2019
<b>Reviewed By</b>	Governing Body
<b>Review frequency</b>	Annually
<b>Next review date</b>	October, 2020

## Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Mrs. Debbie Dickinson (01352 711366).



## **GDPR Privacy Notice for Parents, Carers and Guardians**

### **How we use your information**

We hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Education Authority and/or Welsh Government.

Where necessary we use personal information to:

- Provide education and support services
- Administration
- Maintain our accounts and records
- Fundraising
- To safeguard pupils
- CCTV to monitor visual images for security, the prevention and detection of crime

### **We collect and use the following types of information**

- Personal details including name and contact details
- Family and lifestyle
- Financial details
- Student records
- Members of school boards
- Donors or potential donors
- Visual images, personal appearance and behaviour

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **We may also collect and use the following special category information**

- Physical or Mental Health
- Racial or ethnic information
- Religious or other beliefs
- Trade Union Membership
- Offences or alleged offences

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### **We collect this information from**

You or partner organisations such as Flintshire County Council

**Where necessary or required we may share information with, (only the minimum personal information will be shared)**

- Education training and examining bodies
- School Staff and Governing Body
- Family, Carers and Associates
- Healthcare Professionals
- Social and Welfare Bodies
- Local Authorities
- Welsh Government
- Police Forces
- Courts
- Business Associates
- Financial Organisation
- Security Organisations
- Press and Media

### **Transfers**

Information is not transferred out of the Country however some information may be stored on Cloud Servers based in the EEA

### **The Lawful Basis for collecting information**

Information is collected on the basis we have a legal obligation to provide education service (Article 6 (1) (b) General Data Protection Regulation.

*The task we carry out is: Public task in the public interest Article 6(1)(e)*

*Fundraising activities are carried out with your consent Article 6(1)(a)*

*Or where we have a legitimate interest Article 6(1)(f)*

### **We apply the following principles where we use personal information**

(a) processed lawfully, fairly and in a transparent manner.

(b) collected for specified, explicit and legitimate purposes ('purpose limitation');

(c) adequate, relevant and limited to what is necessary.

(d) accurate and, where necessary, kept up to date.

(e) kept in a form which permits identification of data subjects for no longer than is necessary.

(f) processed in a manner that ensures appropriate security of the personal data.

### **Your Rights**

The regulation recognises rights dependant on the lawful basis for processing.

Parents and pupils have the following rights in relation to the processing of their personal data.

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- Be informed about how we use your personal data.
- Request access to the personal data that we hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Rights over automated decision making & profiling.

This notice forms part of your right to be informed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

### **How long do we keep your information**

We only keep your information as long as necessary Education Records are transferred to other schools when necessary.

All information is retained in accordance with the IRMS toolkit for schools  
[www.irms.org.uk](http://www.irms.org.uk)

### **Reporting Concerns**

If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Headteacher, the School Data Protection Officer or the Information Commissioner's Office.

	<b>Headteacher</b>	<b>Data Protection Officer</b>	<b>Information Commissioner's Office</b>
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Telephone	01352 711366		029 2067 840
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Email	<a href="mailto:mfmail@hwbcymru.net">mfmail@hwbcymru.net</a>	<a href="mailto:david@gdbr.co.uk">david@gdbr.co.uk</a>	