



# Cefn Saeson Comprehensive School Privacy Notice

## How we use parental or guardian information

In order to effectively support you as parent at Cefn Saeson Comprehensive School we will be required to gather a range of personal data. This Privacy Notice outlines to you the data we collect and how it is processed by the school in line with the General Data Protection Regulations (GDPR).

Please could you read the document and keep for your information. Could you sign and date the final “Privacy Notice Agreement” at the end of the document and return this as soon as possible.

**The categories of parental information that we collect, process, hold and share include:**

- personal information (such as name, address, telephone number)
- safeguarding (CCTV)

### Why we collect and use this information

We use parental data to allow us to share with you:

- attainment of pupils
- behaviour of pupils
- well-being of pupils
- school systems (such as catering)
- safeguarding

### The lawful basis on which we process this information

We ensure that the basis on which we collect and process personal and sensitive data is lawful under Article 6 and Article 9 of the GDPR from 25 May 2018.

#### Article 6, GDPR

**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests:** the processing is necessary to protect someone’s life.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

#### Article 9, GDPR

As special category data is more sensitive so it needs more protection. For example, information about an individual’s:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);

- health;
- sex life; or
- sexual orientation.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain parental data to us or if you have a choice in this.

### **Storing this information**

We hold parental data for as long as necessary. This will depend on the type of data we hold.

### **Who we share this information with**

We routinely share this information with:

- Capita Sims (Management Information System)

We also share data with third parties to support you as a parent whilst at school:

- Data for cashless system (ParentPay)
- Data for catering system (Nationwide)
- Data for text service (Teachers2parents)

There may be other occasions where we will share data with a third party:

- School Educational Visits (Travel Companies / Flights)
- External Competitions (Swans Community Trust Programme)

Please note that some of these third parties are only applicable to you where appropriate. We will ensure Data Sharing Agreements are in place for all third parties. We will also inform you of any additional third parties as and when they occur.

All the personal data we process is processed by our staff in the United Kingdom. For the purposes of IT hosting and maintenance this information is located on servers within the European Union.

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

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs A Powis

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

In the event you wish to withdraw your consent to use of this information or amend any information you may notify the School at any time who will consider any request.

There is some information to which we must hold by virtue of our legal requirements and any failure to give this information or to provide accurate information could render you liable to

legal proceedings.

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact Mrs A Powis who will investigate the matter.

### **Further information**

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

Mrs A Powis  
Business Manager  
Cefn Saeson Comprehensive School



# Cefn Saeson Comprehensive School

## **Privacy Notice – Parent or Guardian**

### **Agreement**

#### **Where the data processing is as a result of a legal obligation (i.e. Education legislation etc.)?**

In signing this form I hereby agree to the personal information contained in this document being used by Cefn Saeson Comprehensive School in respect of provisions to which Cefn Saeson Comprehensive School is legally obliged to collect and process.

Cefn Saeson Comprehensive School is the data controller for personal information referred to in this Privacy Notice. Your information will be used in the exercise of our official authority pursuant and as prescribed by statute and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Cefn Saeson Comprehensive School for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify the Cefn Saeson at any time. Please note that in the event your consent is withdrawn, Cefn Saeson Comprehensive School will be unable to perform the services to which this agreement has been entered into.

Failure to provide valid information may affect the nature of the services that Cefn Saeson Comprehensive School is able to undertake.

In the event of any queries regarding use of your personal data, wish to have access to the same, or to make any complaint regarding the collection please contact Mrs A Powis, Business Manager.

#### **Where the data process is based on a task carried out in the public interest (provision of education and other related issues)?**

In signing this form I hereby agree to the personal information contained in this form being used by Cefn Saeson Comprehensive School.

Cefn Saeson Comprehensive School is the data controller for personal information you provide on this form. Your information will be used in the exercise of our official authority (as prescribed by statute) and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Cefn Saeson Comprehensive School for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify Cefn Saeson Comprehensive School at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact Mrs A Powis, Business Manager.

**Where the data processing is as a result of an agreement (i.e. After School Club provision, sports clubs, library membership etc)?**

In signing this form I hereby agree to the personal information contained in this form being used by Cefn Saeson Comprehensive School.

Cefn Saeson Comprehensive School is the data controller for personal information referred to in this Privacy Notice. The information is gathered for the purposes of safeguarding, teaching and learning, attainment, cashless system, catering system and for the text service to staff. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Cefn Saeson Comprehensive School for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify the Cefn Saeson Comprehensive School at any time. Please note that in the event your consent is withdrawn, Cefn Saeson Comprehensive School will be unable to perform the services to which this agreement has been entered into.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact Mrs A Powis, Business Manager at the school.

**Where the data process is based on the consent of the individual being given (opinion polls, consultation exercises and other types of data gathering)?**

In signing this form I hereby agree to the personal information contained in this document being used by Cefn Saeson Comprehensive School.

Cefn Saeson Comprehensive School is the data controller for personal information you provide on this form. The information is gathered for the purposes of employment, recruitment and retention, salary payment, safeguarding, teaching and learning, access to Hwb, access to cloud based resources, cashless system, catering system and for the text service to staff. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Cefn Saeson Comprehensive School for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify the Cefn Saeson Comprehensive School at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact Mrs A Powis, Business Manager at the school

**Name of Parent/Guardian** .....

**Name of child:** .....**Date of birth of child:** .....

**Signature of Parent** .....

**Date:** .....