

# 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 in accordance with our retention schedule. 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

In providing us with your personal information you hereby acknowledge that the School is the Data Controller for all the personal information you provide to us or have previously provided to us (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).

2. The personal data which we collect from you will be used by the school (pursuant to it carrying out its various statutory and non-statutory functions) to allow us to share with you:-

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

3. As a Data Controller the school is required under GDPR to inform you which of the Article 6 GDPR "Data Processing Conditions" it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;

- i. "The data processing is necessary for compliance with a legal obligation to which the controller is subject". (Article 6(c) GDPR).
- ii. "The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller." (Article 6(e) GDPR).

4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the school) in accordance with data sharing arrangements which we have in place with those third parties:-

- Capita Sims (Management Information System)
- ParentPay
- Nationwide
- Teachers2parents
- Travel Companies / Flights
- Swans Community Trust Programme

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5. The personal information collected from you will be held by the school in accordance with the school's retention policy (which is available from the school and/or via the school's website).
6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the school being unable to provide you with a service and/or could render you liable to legal proceedings.
7. We would inform you that under Article 21 GDPR you have the right at any time to object to the school about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
8. The school will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
9. The school will not use your personal data for the purposes of automated decision making.
10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
  - i. The right of access to their personal data held by a data controller.
  - ii. The right to have inaccurate data corrected by a data controller.
  - iii. The right to have their data erased (in certain limited circumstances).
  - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
  - v. The right to object to their data being used for direct marketing.
  - vi. The right to data portability (i.e. electronic transfer of data to another data controller).Further information on all the above rights may be obtained from the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk).
11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the School's Data Protection Officer at Abbey Primary School, St. John's Terrace, Neath Abbey, Neath. SA10 7ND.
12. Please be advised that in the event that you make a request or a complaint to the School's Data Protection Officer and you are dissatisfied with the school's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk)