



'Ni ddylai ddim eich rhwystro'

## **Ffederasiwn Ysgolion** **Beca a Bro Brynach**



'Cyrraedd y brig yw ein nod'

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### **PRIVACY NOTICE** **YSGOL BECA / YSGOL BRO BRYNACH**

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

The proper handling of personal information by the School (Ysgol Beca / Ysgol Bro Brynach) is very important in delivering education to your child.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms 'information' and 'personal data' are used throughout this privacy notice and have the same meaning.

To ensure that the School treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation.

This privacy notice has therefore been produced to explain as clearly as possible what we do with personal data.

#### **1. The purposes for which we use personal data**

The information we collect about you and your child will be used for the purposes of:

- Supporting your child's learning
- Monitoring and reporting on their progress
- Providing appropriate pastoral care
- Assessing the quality of our education

The legal basis for the processing of the personal data is to comply with our legal obligations under the Education Acts 1944 to 2014.

If you do not give us the information we need when we ask for it, this could have an impact on your child's education and safety.

## **2. What type of information do we use?**

We collect the following types of personal data:

- Contact details for you and your child
- Your child's date of birth
- Your child's gender
- Pupil ID number for our Management Information System
- Your family's composition
- Child's language ability
- Education details
- Images/photographs as part of our school activities
- Information about your child's health
- Your child's racial or ethnic origin
- Religious or philosophical beliefs
- Biometric data

Where applicable, we will collect and use the following:

- Free school meals eligibility
- Additional Learning Needs
- Whether your child is Looked After by a local authority

## **3. Do we use information received from other sources?**

The School collects information directly from you but we also receive information from the following sources:

- Any previous schools your child has attended
- Carmarthenshire County Council Education & Children Services department
- Other local authorities
- The NHS

The following types of personal data are obtained:

- Unique Pupil Number
- Pupil ID
- Contact details for you and your child
- Your family's composition
- Language ability
- Education details
- Images/photographs
- Information about your child's health

- Your child's racial or ethnic origin
- Religious or philosophical beliefs in faith schools

#### **4. Transferring information abroad**

Personal data about you and your child will not be transferred outside the EU

#### **5. Who has access to the information we use?**

We share your information with the following recipients

- Carmarthenshire County Council
- Welsh Government
- Other schools, where your child leaves our school
- Education through Regional Working regional consortium
- Hywel Dda University Health Board
- Ceredigion County Council, who provide our Management Information System
- ParentPay
- MySchoolApp
- My Concern
- Hwb Digital Learning Platform

There are also other specific situations where we may be required to disclose information about you, such as:

- Where the Council is required to provide the information by law
- Where disclosing the information is required to prevent or detect a crime
- Where disclosure is in the vital interests of the person concerned

#### **6. How long we will keep personal data**

We keep personal data in accordance with guidelines published by the Information & Records Management Society:

[www.irms.org.uk](http://www.irms.org.uk)

## 7. Your Data Protection rights

### Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used.

To make a request for your personal information, or be given access to your child's educational record, contact:

- [admin@beca.ysgolccc.cymru](mailto:admin@beca.ysgolccc.cymru)
- [admin@brobrynach.ysgolccc.cymru](mailto:admin@brobrynach.ysgolccc.cymru)

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called '**right to be informed**'.
- the right to ask us for copies of personal information we have about you – this is called '**right of access**', this is also known as a **subject access request (SAR)**, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called '**right to rectification**'.
- the right to ask us to delete your personal information – this is called '**right to erasure**'.
- the right to ask us to stop using your information – this is called '**right to restriction of processing**'.
- the '**right to object to processing**' of your information, in certain circumstances
- rights in relation to **automated decision** making and profiling.
- the right to **withdraw consent** at any time (where relevant).
- the right to **complain** to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- **right to erasure** does not apply when the lawful basis for processing is legal obligation or public task.
- **right to portability** does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- **right to object** does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And

if the **lawful basis** is **consent**, you don't have the right to object, but you have the right to withdraw consent.

You can also access your child's education record under the Pupil Information (Wales) Regulations 2011.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office.

[www.ico.org.uk](http://www.ico.org.uk)

## **8. Contact details**

### **Ysgol Beca**

Efailwen, Clunderwen SA66 7UX

[admin@beca.ysgolccc.cymru](mailto:admin@beca.ysgolccc.cymru)

01994 419423

### **Ysgol Bro Brynach**

Llanboidy, Hendy-gwyn ar Daf SA34 OEL

[admin@brobrynach.ysgolccc.cymru](mailto:admin@brobrynach.ysgolccc.cymru)

01994 448268

For further guidance on Data Protection legislation can be found on the ICO website: [www.ico.org.uk](http://www.ico.org.uk)