

# Privacy Notice: What the School, Local Authority and Government does with Information it Holds on Pupils

## Subject

This leaflet tells you about what the **Welsh Assembly Government, Conwy Education Services** and **Ysgol Bryn Elian** does with your child's, personal and performance information (data), and any personal information (data) relating to you as parent / guardian.

## The Collection of Personal Information

The school collects information about pupils / students and their parents or legal guardians when they go to a new school, they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The Local Authority (LA) and Welsh Assembly Government (WAG) will receive information on pupils / students from the school / educational establishment, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

## Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, contact details for parents and guardians and also pupils photographs;
- 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' / students' 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.

## Other information

The WAG, LA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

## The use made of this personal information

The **WAG** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The **LA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets.

The **School** may use personal information to contact parents and guardians by mobile phone or email.

The **School** and **LA** also uses 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' / students' educational progress;
- the provision of welfare, pastoral care, and health services; SEN and transport requirements; exclusions, attendance and nursery data
- the giving of support and guidance to pupils / students, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.
- recording of monetary payments to and from pupils/students and parents/guardians.

### **Organisations who may share personal information**

Information held by the School, LA and the WAG on pupils / students, their parents or legal guardians may 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 WAG, LA 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, inspection authorities and Government fraud initiatives, where the law requires that information be passed on so that they can do their work.

### **Your rights as an individual under the Data Protection Act 1998**

The Data Protection Act 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, 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 for damages caused by a breach of the Act.
- in some circumstances a pupil's parent or legal guardian *may* 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 Data Protection Act 1998, 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 Data Protection Act 1998, you should contact;

- your child's school on **01492 518215**
- your LEA on **01492 575587**;
- the Welsh Assembly's data protection officer at, Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line can be contacted on 01625 545 745;
- information is also available from [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### **Children in Need Census**

**This census will only apply to children in need and looked after children.**

The Welsh Assembly Government collects information on individual children who are looked after by local authorities and will commence collection of information on individual children in need from April 2010. Local authorities are required to collect this information during the 2009-10 financial year. The intention is that local authorities will supply the information to the Welsh Assembly Government by the 30<sup>th</sup> of June 2010.

The data collection will be known as the Wales Children in Need (CIN) Census.

This notice informs children over the age of 12 and their parents/carers, and the parents/carers of children under the age of 12, whose data are included in the Wales census, about the identity of the person who processes the data and uses to which the data will be put.

The data that will be collected will vary with each collection, but will include personal characteristics and the details of services provided to the individuals involved. The name of the child will not be included in the return, but where the child has a Unique Pupil Number (UPN) the UPN will be collected in each return. Collection of the UPN enables the Welsh Assembly Government to match pupil level education information held by the Assembly Government and add it to the information in the return submitted by local authorities. The Assembly Government does not use the child's name in processing or analysing the information in the returns or the composite data. Neither does the Assembly Government use the identifiable information to take any action in relation to individual children nor are individual children identified in any reports.

A complete list of data items in the Wales CIN Census can be obtained on request from  
Health Statistics & Analysis  
Welsh Assembly Government  
Tel (029) 2082 3625  
Fax (029) 2082 5350  
[stats.pss@wales.gsi.gov.uk](mailto:stats.pss@wales.gsi.gov.uk)

The Welsh Assembly Government will use the data for policy development; in planning and allocating local authority resource; and in developing good practice. As indicated above, the Assembly Government will use the data in conjunction with data supplied by schools where that data is relevant to the purposes above.

Data may also be disclosed to other agencies/researchers for statistical or research purposes only. In all these cases data items which could identify individuals will be removed. Any such disclosures will be approved and controlled by the Welsh Assembly Government's Chief Statistician. Other disclosures may be made as required by law.

All data will be processed in accordance with the Data Protection Act 1998 and all individuals have the right to access the data held about them.