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**Contact Details:** Telephone: 01443 866000  
Email: [flsa@caerphilly.gov.uk](mailto:flsa@caerphilly.gov.uk)

**Description of Privacy Notice:** This privacy notice will explain how Trinity Fields School use will process personal information about pupils and families.

## How we will use your information

Trinity Fields School and Resource Centre collects information about children and young people and their parents or legal guardians upon enrolment and at other key times during the school year. When children and young people transfer, they may receive information from other schools and early years providers.

Trinity Fields School processes the information it collects to administer the education it provides to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;

Trinity Fields School and Resource Centre collects information about children and young people and their parents or legal guardians when they apply for admission to Trinity Fields School. This data can be accessed by Caerphilly County Borough Council for the same reasons listed above.

## Why do we collect and use your information

We collect and use pupil information under section 537A of the Education Act 1996 and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9 (2)(b) of the General Data Protection Regulation (GDPR).

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for Welsh Government data collections
- to administer trips and activities, catering and free school meal management
- to support pupils to decide what they want to do after leaving school
- to comply with the law regarding data sharing

## **Legal basis for processing**

There is a public task obligation to process your information detailed below:

Education Act (1996/2002);  
Special Educational Needs Code of Practice for Wales (2002)

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. 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;

Data Protection legislation provides extra protection for certain classes of information called 'special personal data'. If any information falls within the definition of special category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

6(1) This condition is met if the processing—  
(a) is necessary for a purpose listed in sub-paragraph (2), and  
(b) is necessary for reasons of substantial public interest.

(2) Those purposes are—  
(a) the exercise of a function conferred on a person by an enactment or rule of law;  
(b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

## **Who will have access to your information?**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Trinity Fields School and Resource Centre.

The Data Protection Officer is contracted by the school to Caerphilly County Borough Council. You can contact the school Data Protection Officer on 01443 864322, or by email at [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

## **Details of main users of your information**

The main users of your information will be Trinity Fields School and Resource Centre.

In order for Trinity Fields School to support individuals and families, it is often necessary to work and share information with other services within Caerphilly County Borough Council also involved with the young persons. These include:-

- Education Psychology Service
- Children's Services
- Safeguarding (including the Police and MIRAS if required)
- Learning, Education, and Inclusion

### **Details of sharing your information with other organisations**

We may be required to share certain pupil information with specific organisations, but only with a clearly defined reason and an appropriate legal basis under data protection law.

We always ensure that the sharing of personal information is securely undertaken.

<b>Organisation</b>	<b>Reason</b>	<b>Lawful Basis</b>
School/College/Day Centre that the pupil subsequently attends	Continuity of education	Compliance with a legal obligation (Art 6 GDPR)
Caerphilly County Borough Council, including Social services	To monitor education provision and research to inform policy and funding decisions	Compliance with a legal obligation (Art 6 GDPR)
	To provide IT support	Processing necessary for performance of a contract (Art 6 GDPR)
	To provide Health and Safety support	Processing necessary for performance of a contract (Art 6 GDPR)
	To defend insurance claims	Processing necessary for legitimate interests (Art 6 GDPR) and legal proceedings (Art 9 GDPR)
	To administer Special Educational Needs support	Compliance with a public task (Art 6 and 9 GDPR)
	Safeguarding purposes	Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 GDPR)
Welsh Government (further detail below)	Provision of statistics to monitor education	Compliance with a legal obligation (Art 6 GDPR)
Aneurin Bevan University Health Board	To provide a school health service	Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)
	Safeguarding purposes	Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 GDPR)
Education Achievement Service	To share school information, bench marking, target setting with the organisation to help raise education standards. This is information also provided to Governors.	Compliance with a legal obligation or public task (Art 6 GDPR)
PIVATS	Assessment recording, target setting system	Compliance with a legal obligation or public task (Art 6 GDPR)
THRIVE	Assessment tool to support pupils action plans	Compliance with a legal obligation or public task (Art 6 GDPR)
Behaviour Watch	Staff from other services (including social workers and doctors)	Compliance with a public task (Art 6 GDPR); public health (Art 9)

	working with a child so that a multi professional approach can be adopted for trying to understand problem behaviours and for risk management purposes	GDPR)
Careers Wales	Information is shared in the following ways/circumstances: <ul style="list-style-type: none"> <li>• Personal details/needs/abilities to support college applications</li> <li>• Pupil names and contact details when parents request contact from a Careers Advisor</li> </ul> <p>Most often, Careers Wales already have the pupil/family contact details.</p>	Compliance with legitimate interests (Art 6 GDPR)
Therapy Intervention Services	Staff from other services (including social workers and doctors) working with a child so that a multi professional approach can be adopted for trying to understand problem behaviours and for risk management purposes	Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)
Advisory teacher services including VI and HI	Staff from other services (including social workers and doctors) working with a child so that a multi professional approach can be adopted for trying to understand problem behaviours and for risk management purposes	Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)

### Sharing information with Welsh Government

In addition, the **Welsh Government** receives information on pupils directly from schools normally as part of statutory data collections which consists of the following:

- Post-16 data collection
- Pupil Level Annual School Census (PLASC)
- National data collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection

In addition to the data collected as part of PLASC, the Welsh Government and Local Authorities also receive information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level which comes from Schools or Awarding Bodies (e.g. WJEC).

The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to

inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics). Further information is on the Welsh Governments' use of personal data is set out within the Welsh Governments' Privacy Policy which is available here.

## **Requests for information**

All recorded information held by the school may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation (General Data Protection Regulations 2016 and Data Protection Act 2018).

If the information you provide is subject to such a request, where possible the school will consult with you on its release. If you object to the release of your information, we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

### **Details of retention period**

We hold pupil data securely for the set amount of time documented in our data retention schedule. Trinity Fields School and Resource Centre will retain information for the duration the child remains at the primary school, and securely transfer the information to the secondary school or alternative provision when the child moves on.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection Act 2018**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights, please contact Trinity Fields School and Resource Centre as detailed at the top of this document. A copy of any individual right request and your response will be kept for 3 years. However, some requests may be left for longer in an anonymised form.

### **Complaints Procedure**

If you are unhappy with the way that the school has handled your request / information, you have the right of complaint. Please contact Trinity Fields School outlining your concerns in the first instance.

If you remain unhappy, you can contact the schools Data Protection Officer on 01443 864322 / [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

You can also complain to the Information Commissioner's Office on 029 2067 8400.

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# Summary Privacy Notice

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## How we will use your information

Trinity Fields School and Resource Centre processes personal information about pupils and their families to support pupil learning and monitor attainment, to provide pastoral care, and to keep children safe. We also process personal information to meet the statutory duties placed upon us by Welsh Government, to administer optional school trips and activities, and to deliver the school catering service.

The school takes its responsibilities under data protection law very seriously, and will store and use all personal information securely, disposing of it when no longer required. Personal information may be shared securely for clear purposes with other organisations such as Caerphilly County Borough Council, Welsh Government, or other external partners (e.g. other Local Authorities, Health Boards, Careers Wales and Special Educational Needs Tribunal Wales) that provide a service to pupils/families. You have a number of rights in relation to your personal information, including the right of access to information and the right of complaint.

For further information on how we process your information and your rights please click the following link:

[\[Insert hyperlink to full Privacy Notice on school website\]](#)