



If you have any questions or queries about any information that appears in this guide please contact:

Ian Elliott MBE

**Contact details**

01443 866000

Trinity Fields is a Rights Respecting School and a Healthy School.

Trinity Fields is a Rights Respecting School and we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work.

We are also a Healthy School and we take responsibility for maintaining and promoting the health and wellbeing of the Trinity Fields team (pupils, parents/carers, staff, governors etc.). This includes teaching pupils about how to lead healthy lives but by enabling our pupils and staff to take control over aspects of the school environment which influence their health.

As a Rights Respecting School we are committed to the principles and values of the United Nation Conventions for the Rights of the Pupil (UNCRC). This approach enables all pupils to access and enjoy the following articles of the convention:

**Article 12:**  
Every child has the right to be heard.

**Article 28:**  
Every pupil has the right to an education.

**Article 29:**  
Education must develop every pupil's personality, talents and abilities to the full.

**Article 42:**  
Every pupil has the right to know their rights.

**Further information**  
If you would like to have more information about our school departments then please contact one of our team leaders.

*Working together in a changing world,  
creating success for all.*

# Parent/Carers' Guide to



# General Data Protection Regulations (GDPR)

## Data protection– what’s changed?

In **May 2018**, new data protection laws came into force. These have been updated to move in line with rapid changes in technology and strengthen the rights of individuals so they have more control over their information.

At Trinity Fields School we take the handling of information about children, young people and families very seriously. We will tell you what information we collect, the reason why we collect it, and how we use this information.

---

“Your data is central to your everyday life, so it’s important it is used only in ways you would reasonably expect, and that it stays safe.”

*Your data matters: A toolkit for individuals*, Information Commissioner’s Office, 2018 (booklet)

---

We will also tell you who will have access to your information and the reasons why we share this information with others.

## Privacy notice

You can find our full **Privacy Notice** under the “**Policies**” section of our school website:

[www.trinityfieldsschoolandresourcecentre.co.uk/policies](http://www.trinityfieldsschoolandresourcecentre.co.uk/policies)

This will provide you with details of how we collect information, why we collect it, and who we share your information with.



## Access to Unpublished Information

The Freedom of Information (FOI) Act 2000 is a general right of access to unpublished information.

We aim to make as much information as possible available and the school will, where possible, consult with you if you are affected by the release of information.

Should you request information under the FOI Act, Trinity Fields have a duty to confirm or deny whether information is held, and supply the information if it is held within 20 working days (excluding school holiday periods).

We have a duty to publish certain categories of information which can be found in our Publication Scheme on the website:

[www.trinityfieldsschoolandresourcecentre.co.uk/policies](http://www.trinityfieldsschoolandresourcecentre.co.uk/policies)

You can also request a paper copy of this information and any policies by speaking to the school.

## Data Protection Policy

Full details of our Data Protection Policy can be found on the school website:

[www.trinityfieldsschoolandresourcecentre.co.uk/policies](http://www.trinityfieldsschoolandresourcecentre.co.uk/policies)

Trinity Fields is committed to managing personal information effectively and the policy outlines our responsibilities under all data protection and privacy laws applicable to the UK.

## School Contact for Data Protection

Our contact for data protection matters is the Headteacher.

## Data Protection Officer

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 emailing [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

## Your Rights

There are a number of rights that give you more say and control over how your data is used under data protection legislation. These are:

- 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.

## 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.

01443 866000

You can contact the schools Data Protection Officer if you remain unhappy.