

Privacy Notice (How we use pupil information)

About Us

The Maelor School Penley is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. You have a legal right to be informed about the use of personal information that we hold about you. To comply with this obligation we are required to provide a “privacy notice”. This notice explains how we collect, store and use your personal data.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses.
- Financial details
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors’ information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Information about the use of our IT, communications and other systems and monitoring information
- Images of pupils engaging in school activities
- CCTV footage captured in school

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support teaching and learning
- b) to monitor and report on pupil attainment progress and educational needs.
- c) to safeguard pupil welfare and provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care.
- g) Informing decisions such as the funding of schools
- h) Giving and receiving information and reference about past, current and prospective pupils and to provide reference to potential employers of past pupils
- i) Managing internal policy and procedure
- j) Monitoring the use of the schools IT and communications systems in accordance with the schools IT security policy
- k) Making use of photographic images of pupils in school publications , on the school website

- and on social media
- l) Security purposes
- m) to meet the statutory duties placed upon us for the Welsh Government
- n) Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

The Lawful Basis on Which we Use This Information

We only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital Interest; the processing is necessary to protect you
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

We also process some information that is considered special category data including some limited health information and ethnicity data and additional learning needs and disability information.

The lawful basis we rely on for this processing is:

- Explicit consent: the individual has given clear consent to process their personal data for a specific purpose
- Vital interests: the processing is necessary to protect someone's life.
- Public Interest: the processing is necessary for the purposes of substantial public interest and in line with regulatory requirements.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year ,Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please access our Data Retention Policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- other relevant local authorities and social care departments
- youth support services (pupils aged 13+)
- the Welsh Government
- Educators and examining bodies to enter you for exams
- NHS School nurse, either directly or via the local authority such as for immunisation programmes
- Further education providers/next school

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

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 our School Business Manager.

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 your 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 we may refuse your information rights request, which depends on why we are processing it. 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 haven't the right to object, but you have the right to withdraw consent.

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 at [raise a concern with ICO](#).

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 13th January 2025.

If you would like to discuss anything in this privacy notice, please contact our School Business Manager.

How Government uses your data

The Welsh Government collects personal data through statutory data collections such as:

- Pupil Level Annual Schools Census (PLASC)
- Educated other than at school (EOTAS) pupil level collection
- National Data Collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection
- Post 16 data collection

In addition to the data collected as part of PLASC, the Welsh Government and Local Authorities also receives information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level which comes from Schools and /or Awarding Bodies (e.g. WJEC). We are required to share information about our pupils with the Welsh Government either directly or via our local authority for the purpose of those data collections, under The Pupil Information (Wales) Regulations 2011.

Please follow the link regarding how the Welsh Government uses your data: (link to pdf).