

Ysgol Greenfield School  
Duffryn Road  
Pentrebach  
Merthyr Tydfil  
CF48 4BJ



Prifathro/Head Teacher  
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## Privacy Notice

At Greenfield School we are the Data controller for the purpose of the Data Protection Act. We collect information from you and may receive information about you.

### The Organisation/Data Controller

Greenfield School is the organisation (known as the 'Data Controller') and can be contacted using the following methods:

**Address:** Greenfield School, Duffryn Road, Pentrebach, Merthyr Tydfil CF48 4BJ

**Telephone:** 01443690468

**Email:** [office@greenfield.merthyr.sch.uk](mailto:office@greenfield.merthyr.sch.uk)

All correspondence should be addressed to the Head Teacher.

### Data Protection Officer

The Data Protection officer is Mrs Lisa Richards. To get in touch with the Data Protection Officer please contact: [data.protection@merthyr.gov.uk](mailto:data.protection@merthyr.gov.uk)

### Categories of Pupil Information

The categories of Pupil information that we collect, hold and share include:

- **Personal information** - such as name, unique pupil number, address, age, contact details of parents, telephone numbers, social services involvement, images and video recordings.
- **Characteristics** - such as ethnicity, language, nationality, country of birth and free school meal eligibility.
- **Attendance Information** - such as sessions attended, number of absences and absence reasons.
- **Assessment and Progress Information** - such as teacher assessments, test outcomes, performance data.
- **Medical Information** - such as allergies, dietary needs, medications, health issues, health records, disability.
- **Additional Learning Needs (ALN) Information** – Statements, Individual Education Plans, Annual Review documentation.
- **Behavioural Information** – such as Positive Behaviour Support plans, exclusions.

### The purpose for Collecting Personal Data

We use the pupil data to;

- Provide education
- Assess the quality of the education we provide
- Monitor and report on pupils educational progress
- Maintain the Safeguarding of pupils at school
- Provision of welfare, pastoral care and health services
- Provide support to pupil and family
- Organisation of education events and trips
- Planning and managing of the school
- Health and Safety of pupil
- Complying with the law regarding data sharing



### The legal Basis for using Personal Data

We collect and use pupil information under these bases within the school setting:



**Basis of Public Interest** – where the school, as a Public Body, is able to process data for Public Interest purposes.

**Basis of Consent** – where permission is given by a parent for data to be processed, particularly where special category data is concerned.

**Basis of Legal Obligation** – where processing of data is necessary for us to comply with the law

### **Collecting Pupil Information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

*Please note that a consequence of not providing us with certain statutory personal information may affect your child's eligibility to attend the school.*

### **Storing and Retention of Pupil Data**

We hold pupil data for the entire time that a pupil is with us at Greenfield School. This information is held until the pupil is 25 years old.

### **Recipients of Data**

We routinely share pupil information with:

- Services that the pupil's attend after leaving us
- Our Local Authority (Merthyr Tydfil CBC)
- The Welsh Assembly Government
- The Department for Education (DfE)
- Central and Local Government Departments
- School Nurse
- Health and Welfare organisations
- Social Services
- NHS
- Police (School Liaison Officer)
- Regulatory bodies- ESTYN etc
- Educational Services
- Training Bodies
- Provisions of educational services

### **Why we 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.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority (LA) and the Department for Education (DfE) under The Education (Wales) Regulations 2011, The Pupil Information (Wales) Regulations 2011 and The School Information (Wales) Regulation 2011.

### **Geographic Location**

Your information will not be used outside of the European Economic Area.

### **Rights of the Individual**

Under Data Protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational information, you will need to submit a 'Subject Access Request' form to the school. Likewise for further information you can contact Lisa Richards (Data Protection Officer) via email

[data.protection@merthyr.gov.uk](mailto:data.protection@merthyr.gov.uk)

You also have the right to;

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.

- Prevent processing for the purpose of direct marketing (which will never be done by the school).
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Withdraw information if it is the legal basis being used.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you would like to withdraw your child from using any services within the school then please let the school know in writing. A withdrawal letter will then be sent home for you to complete.

If you have a concern/complaint about the way we are controlling or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

### **Information Commissioner**

You can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

### **Statutory Requirements**

As a school we are governed by the Welsh Education Department. We are required to meet a number of statutory regulations which involve your child's information including:

- Education (Wales) Act 2014
- The Education (Head Teachers Report to Parents) (Wales) Regulations 2011
- The Education (Pupil Information) (Wales) Regulations 2011
- The Education (School Information) (Wales) Regulation 2011
- The Education (School Performance and Absence Targets) (Wales) Regulations 2011

### **Detailed Privacy Notice**

A detailed privacy notice is available upon request. If you would like a copy then please contact the school office.