



Derwendeg Primary School – Privacy Notice

At Derwendeg Primary School, we aim to provide a happy, nurturing, and stimulating learning environment in which all pupils are supported to become *ready, respectful, and responsible* learners. In order to achieve this, we work in partnership with parents, pupils, governors, the Local Authority, and carefully selected external agencies.

As a school, **we are the Data Controller** for the purposes of the UK General Data Protection Regulation (UK GDPR). The personal data we collect and hold is used to support teaching and learning, monitor and report on pupil progress, provide appropriate pastoral care, and evaluate the effectiveness of our provision.

We will not share personal information about you or your child with anyone outside the school without your consent unless the law allows or requires us to do so. We are, however, required by law to share specific information with the Local Authority and Welsh Government.

1. What Information We Collect and Why

We collect personal information such as names, addresses, emergency contact details, telephone numbers, and email addresses. To reduce paper usage and improve communication, the school uses SMS and app-based notifications to provide updates to parents and carers.

2. How We Use Pupil Information

Pupil information is collected on entry to the school and is updated throughout the child's time with us. When a pupil transfers to another school, records are securely transferred to the receiving setting.

We take privacy seriously, and data is used only to support the educational, safeguarding, and pastoral needs of our pupils. This includes:

- Assessing progress and tailoring learning
- Creating accounts for digital learning platforms
- Facilitating communication with parents and carers
- Ensuring we have up-to-date emergency and medical information

The types of information we process include:

- **Personal identifiers and contacts:** name, address, unique pupil number, contact details
- **Characteristics:** ethnicity, language, free school meal eligibility
- **Safeguarding information:** professional involvement, court orders
- **Additional Learning Needs (ALN),** support plans
- **Medical information:** allergies, medication, GP details, health needs
- **Attendance:** sessions attended, absences, reasons, previous schools
- **Assessment and attainment data**
- **Behavioural information:** exclusions, interventions, alternative provision

3. Why We Collect and Use Pupil Information

We use pupil data to:

- a) Support and enhance pupil learning
- b) Monitor and report on progress
- c) Provide appropriate pastoral care
- d) Evaluate and improve our services
- e) Keep children safe (e.g., allergy information, emergency contacts)
- f) Fulfil statutory duties required by Welsh Government

Lawful Basis for Processing

Under the UK GDPR, the lawful bases we rely on include:



Article 6

- (c) Processing necessary to comply with a legal obligation
- (d) Protecting the vital interests of the pupil

Article 9 (Special Category Data)

- (j) Processing necessary for reasons of public interest, research, or statistical purposes under Article 89

4. How We Collect Pupil Information

We collect information via:

- **Registration forms** completed at admission
- **Secure transfer** from previous schools using the Common Transfer File (CTF)

Some information is mandatory. Where optional information is collected, this will be clearly indicated.

5. How We Store Pupil Data

Pupil data is stored securely and retained in accordance with our **Data Retention Schedule**. For more information, please refer to our Data Retention Schedule and Safe Use of Data Policy.

6. Who We Share Pupil Information With

We share data only with trusted third parties that comply with GDPR requirements. Parents have the right to opt in or out of data sharing where appropriate; however, refusal to share certain information may affect our ability to fully support your child.

We routinely share data with:

- Schools attended after leaving Derwendeg Primary
- Caerphilly Local Authority
- Welsh Government
- Health and social care agencies (e.g., school nurse, speech therapy, visual/hearing impairment services)

We also work with the following educational platforms and support services:

- **Hwb**
- **Google Classroom**
- **Mathletics**
- **Seesaw**
- **ParentPay**
- **ClassDojo**

Why We Share Information

We share information when:

- A pupil's safety or welfare may be at risk
- We need to liaise with external agencies (consent sought when required)
- A service provider requires limited data to deliver a contracted service

Suppliers are required to:

- Demonstrate compliance with data protection law
- Sign a data sharing agreement



- Access only the minimum data necessary

7. Welsh Government Data Collection

The Welsh Government collects personal data from schools and Local Authorities as part of statutory data collections. We are legally required to provide this information either directly or via the Local Authority.

8. Your Rights

Under data protection legislation, parents and pupils have the right to request access to personal information we hold. You may also request to see your child's educational record.

You have the right to:

- Object to processing that may cause damage or distress
- Prevent processing for direct marketing
- Object to automated decision-making
- Request correction, deletion, or restriction of inaccurate data
- Seek redress through the Information Commissioner's Office (ICO) or the courts

Concerns can also be raised directly with the ICO:

<https://ico.org.uk/concerns/>

9. Contact Us

If you would like to discuss anything in this Privacy Notice or request access to personal data, please contact:

Mr. Lloyd

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