

# Llantrisant Primary School



## Privacy Notice for Additional Learning Needs

### Why we use pupil and parent/carer information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Additional Learning Needs purposes. This information should be read in conjunction with our school's general Privacy Notice.

### The categories of pupil information that we collect, hold and share can include:

- Personal information (such as name, address, unique pupil number, language, nationality, country of birth and free school meal eligibility)
- Special Category (such as ethnicity, health and sexual orientation)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as results of Welsh national test, statutory assessments and on-going teacher assessment)
- Relevant medical information given to us by parents and other 3<sup>rd</sup> parties, such as Local Health Boards, GPs and allied medical professionals (such as physiotherapists, sight and hearing impairment professionals and occupational therapists)
- Additional Learning Needs and Disability information (such as SEN Code of Practice)
- Behaviour and exclusions – both internal and external
- Legal access to the pupil and any court orders indicating access rights
- Social Service involvement with families.

### Why we collect and use pupil information

We use the pupil data:

- to inform the statutory assessment process
- to better understand their needs and provide recommendations regarding support, strategies, provision, education placement, etc.
- to access specialist advice and guidance from various outside bodies such as the Local Authority (e.g. the Learner Support Service and Educational Psychologist Service.)

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

**The categories of parent/carer information that we collect, hold and share can include:**

- Personal information (such as name and address)
- Contact Details (including telephone numbers, place of work and email addresses)
- Contact details of relatives that may include names, addresses, telephone numbers and relationship with pupil
- Legal access to the pupil and any court orders indicating access rights
- Social Service involvement with families.

**Why we collect and use parent/carer information**

We use parent/carer data:

- To be able to contact you in relation to the pupil’s educational provision, and also in the case of urgency
- In order to engage services from other organisations, such as the Local Authority

**Collecting information – who we get our data from**

Whilst the majority of 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 information to us or if you have a choice in this.

In the case of Additional Learning Needs we will get our data from:

- Parents/carers
- Social workers
- Outside agencies e.g. Local Authority services such as Access & Inclusion
- Local Health Boards
- Police liaison officers (e.g. highlighting behaviour issues)

**Who we share information with**

We share information with:

- Supporting Local Authority
- Central South Consortium
- Examination Boards where appropriate
- Children and Family Wellbeing Services
- Local Health Board

- Capita SIMS - 3<sup>rd</sup> party processor, to record, process and store data

For Privacy Notice information relating to the above organisations, we refer you to their websites.

School may use other online learning tools, provided by a 3<sup>rd</sup> party processor, for further information please contact us.

## **The lawful basis on which we use this information**

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Additional Learning Needs are:

- **Public Task** - Processing pupil, parental and carer information is necessary for the school to undertake its statutory responsibilities. This is called in the 'Public Interest' and is where the school is exercising official authority which is laid down by law.
- **Legal Obligation** – To comply with our legal obligations under the Education Act 2002 and The Special Educational Needs Code of Practice for Wales April 2002.

## **Storage and disposal of personal data**

We hold personal data in line with the guidance set out in the Retention Schedule contained within the **IRMS Toolkit for Schools**.

Following the expiry of the retention period, information will be destroyed securely and permanently.

## **Requesting access to your personal data and your rights**

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

**Approved by:** The Governing Body

**Date:** October 2020

**Next review due by:** Autumn Term 2021

**Version Control**

<b>Version no</b>	<b>Valid From</b>	<b>Valid To</b>	<b>Comments</b>
1.0	May 2020	May 2021	Final document