

LLANTRISANT PRIMARY SCHOOL



Privacy Notice for Assessment, Recording and Reporting

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 Assessment, Recording and Reporting 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, unique pupil number and address)
- Special Category (such as ethnicity, health and religion)
- Assessment information
- Additional Learning Needs and Disability information (such as Special Needs)

Why we collect and use pupil information

We use the pupil data:

- to target, track and monitor pupil progress and put interventions in place where necessary
- to plan and target support and resources for pupils
- to inform teaching and learning
- to access specialist advice and guidance from various services such as the Local Authority (e.g. the Learner Support Service and Educational Psychologist Service.)

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)

Why we collect and use parent/carer information

We use parent/carer data:

- To keep them informed of the pupil's attainment and progress

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 with your consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this when the data is collected.

In the case of Assessment, Recording and Reporting we will get the data from:

- The pupil
- School staff

Who we share information with

We may share information with:

- Parents/carers
- RCT Local Authority for referrals (e.g. Learner Support Services, Educational Psychologist Service, Children's Services and Occupational Health)
- RCT Local Authority for reporting purposes
- Central South Consortium
- Local Health Board
- Welsh Government HWB – to take Welsh National Tests
- Other schools – for moderation purposes
- Capita SIMS (3rd party processor) – to record, process and store data

For Privacy Notice information relating to the organisations above please visit the data protection pages of their websites.

School may use other online assessment packages, provided by a 3rd 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 School Assessment are:

- **Legal Obligation** – To comply with our legal obligations under The Education Act 2002, The Education (Pupil Registration) (Wales) Regulations 2010
- **Public Task** - processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law - Welsh Government guidance: 'Collecting and Recording Data on Pupils' Ethnic Background'

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

Version no	Valid From	Valid To	Comments
1.0	May 2020	May 2021	Final document