

LLANTRISANT PRIMARY SCHOOL



Privacy Notice for Statutory Returns

Why we use pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Statutory Returns 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 include:

- Personal information (such as name, unique pupil number and address, language, nationality, country of birth and free school meal eligibility)
- Special Category (such as ethnicity, health, sexual orientation)
- Attendance information (such as pupils on roll, sessions attended, number of absences and absence reasons)
- Assessment information (such as end of year levels, statutory assessments and on-going teacher assessment)
- Additional Learning Needs and Disability information (such as Special Needs)
- Behaviour and exclusions

Why we collect and use pupil information

We use the pupil data:

- to send statutory pupil level reports to RCT Local Authority and work with them to improve the education and wellbeing of pupils. These reports include Pupil Count, Pupil Level Annual School Census (PLASC), National Data Collection and Welsh National Tests
- to plan and target support and resources for pupils
- to inform teaching and learning
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

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 (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with

We share pupil information with:

- RCT Local Authority – Education, Finance
- Capita SIMS – 3rd party processor, to record, process and store data

For Privacy Notice information relating to the organisation above, please visit the data protection pages of their website.

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 basis for processing personal information for the Statutory Returns process is:

- **Legal Obligation** – To comply with our legal obligations under various legislation, such as the Education Act 2002, Education (Pupil Registration) (Wales) Regulations 2010, The Pupil Information (Wales) Regulations 2011 and The Special Educational Needs Code of Practice for Wales April 2002
- **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

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 retention period expiry, 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