

# Privacy Notice for Pupils

## **This privacy notice explains why we need your information and what we do with it.**

### **A new law**

There are rules on how to keep information safe and how it's shared. These rules are in **The Data Protection Act 1998**.

In 2018, there will be a new law called the **General Data Protection Regulation (GDPR)**. It gives you more control over your information. It makes sure anyone collecting information has to:

- Be honest about why they want it
- Be clear about what they will do with it.

### **What information about you do we collect?**

The information we collect about you includes:

- Personal details, like your name, address and date of birth
- Other information about you like where you were born, what your religion is and what languages you speak
- The names and contact numbers of your parents or anyone who is caring for you and possibly other close family members and friends
- Details of your health, like anything that you may not be able to do and any foods that you shouldn't eat because they might make you ill
- Information about any disability you have
- What schools you go to or used to go to
- Whether you need extra help with your learning
- Whether you get help from social services or other organisations
- Details of your attendance at school and what has been done to help you if you have any problems with attending school
- Information about how you are getting on with your learning and your lessons including the results of your school tests or exams
- Whether you have had or are having any issues or problems at school, such as being excluded from school, and what has been done to help and support you
- Information about your school meals, such as whether you have a packed-lunch or a school meal
- Photos and videos of you

**All this information helps us know who you are.**

There are laws that make it necessary for us to collect most of the information about you. However, there is some information that we ask to give us but you don't have to. **We will tell you if you have to give us information or if you have a choice whether to give us the information.**

## **What do we do with your information?**

We use your information to provide you with what you need:

- To support your learning
- To check how you are getting on in your learning and provide information to you and your parents/carers
- To support your health and wellbeing in school

We also use your information:

- To help us do the best for all pupils
- To make sure that we follow the law

We keep your information until you reach your 25<sup>th</sup> birthday.

We share your information when this is required by law or is necessary.

We will share your information with organisations that are listed in the law. The list includes:

- Any new school you go to, so that school can get to know who you are and what you need
- Careers Wales, so that you get the right training for work
- Welsh Government, Bridgend County Borough Council, Central South Consortium and other organisations, to check that we are doing the best we can for our pupils.

We do not share your information with anyone without you agreeing that we can do so, unless the law allow us to do so.

## Your rights

You have the right to:

- See any personal information we have about you
- Ask us to change any information that you think is wrong
- Ask us to not share your information, but this will not apply when we need to get you support that we think you need or to keep you safe
- Ask us to remove information from our systems

To ask for any of personal information or to see your school record, please speak to your Head of Year.

### **You can complain if you think we are not respecting your rights.**

You can seek help from the Information Commissioner's Office (ICO). The contact details are:

#### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: **01625 545 745** or **0303 123 1113**

[www.ico.gov.uk](http://www.ico.gov.uk)

***Thanks for reading this.*** If you would like to discuss anything in this privacy notice, please contact us.