



Privacy Notice – Gelliswick Church in Wales VC School



This privacy notice covers how Gelliswick Church in Wales VC School (as a Data Controller) will collect, use and share your personal data for the purposes of providing a successful education to children

Why we need your information (purpose of processing)

We collect and use your personal information so that we can provide a safe, supportive and effective learning environment.

The information that you provide will be processed according to the UK General Data Protection Regulation and the Data Protection Act 2018, Local Government Act 2000 (Section 2), The Government of Wales Act 2006 (Section 60), Learning & Skills Act 2000 (Sections 33, 40, 138 & 140), Education Act 2004, SEN Code of Practice for Wales, Employment and Training Act 1973 (Sections 8, 9 & 10), The Education (Information about Individual Pupils (Wales) Regulations 2007, Frameworks such as Youth Engagement and Progression Framework, Special Educational Needs and Disability Act 2001, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Management of Health and Safety at Work Regulations 1999.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales ([Audit Wales Privacy and Cookie Policy](#)).

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times, and we will only collect the personal information that is required to provide you with our service.

What personal data is being collected?

The categories of personal data being collected are:

Pupil and ALN Data: Names, date of birth, UPN number, address, parent contact details, sibling details if in same school, religion, ethnicity, first language, health and medical records, allergies, dietary requirements, behaviour, safeguarding issues, ALN information.

Staff Records: Return to work forms, all other information is kept on Itrent. DBS spreadsheet with periods of renewals etc. We also retain any requests for leave of absence, including if staff have submitted a copy of a medical appointment letter.

School Governors: email addresses, telephone numbers, names.

Images and Videos: Photos, videos with audio.

Visitor Information / Sign In: Name, car registration (in case a car needs to be removed), company.

Accident and Incident Reporting: Date, time and place of the incident, name (and class) of the injured or ill person, details of the injury or illness, details of any first aid provided, name and signature of the first aider or person dealing with the incident, whether the parent was contacted.

CCTV: Images/video

Business Continuity: Name, contact details.

What is our lawful basis for processing your personal data?

The UK General Data Protection Regulations (UK GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(b) Contract: the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.
- Article 6 (1)(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- Article 6 (1)(f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Some types of personal data are more sensitive than others and need more protection. This is classed as 'special category data' and could include information about your racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and the processing of genetic or biometric data, health and sex life and sexual orientation.

We process this type of special category data as it is necessary for reasons of:

- Article 9 (2)(b) Carrying out the obligations and exercising specific rights of Pembrokeshire County Council or of the data subject in the field of employment and social security and social protection law.
- Article 9 (2)(g) Substantial public interest
 - Safeguarding of children and individuals at risk
 - Statutory and government purposes

Who will we share your information with?

We may need to share your personal data with internal departments of the Council, other organisations and third parties, this will include:

- **Pupil and ALN Data:** Hwb, School Management Information System (SIMS); Parent Pay, Health, Edukey, Local Authority, Youth Support Service, Welsh Government.
- **Staff Records:** PCC HR.
- **Images and Videos:** Parents, Local Media and potentially National Media, School Website, Social Media, Class Dojo, School Notice Boards, Prospectus, Blog, SIMS, Edukey.
- **Visitor Sign In:** Osborne Technology.
- **Accident & Incident Reporting:** Minor incidents are reported to parents. Serious incidents for pupils are reported to Evotix Accident Reporting software and then passed on to PCC. Any incident involving staff, visitors, contractors are reported straight to PCC, copies of the incident would be kept on Hwb.
- **CCTV:** Police, Dyfed Alarms.
- **Business Continuity Plan:** School Management Information System (SIMS)

We use data processors (third parties) who provide services to us in terms of IT provision and disaster recovery. We have contracts in place with these data processors and they cannot do anything with your personal information unless we have instructed them to do it. They will hold your data securely and your personal information will only be shared in accordance with UK GDPR. When it is necessary for your personal information to be transferred outside of the UK as part of these contracts, this will only be done in accordance with the UK GDPR.

Gelliswick Church in Wales VC School has a duty to protect the public funds it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by visiting [CIFAS](#).

How long do we keep hold of your information?

Gelliswick Church in Wales VC School will only keep your information for as long as is necessary, we will retain the information provided to us for:

Pupil and ALN Data: Once pupils leave school the information gets passed on to their next school.

Parental consent forms for school trips where there has been no major incident - 10 school days after the end of the trip.

Parental permission slips for school trips where there has been a complaint raised The permission slip for the child who is connected to a complaint to be retained in line with the Complaints Policy retention schedule: We will keep a record of every complaint, our investigation and how the problem was resolved for 7 years. The outcome of complaints is reported to the governing body each term. If the complaint involves negligence, we will keep a record of the complaint, our investigation and how the problem was resolved for 16 years. If the complaint involves child protection or safeguarding issues, we will keep a record of the complaint, our investigation and how the problem was resolved for 40 years.

We do not routinely ask for parental permission for trips, unless they include adventurous activities or are a residential trip.

Staff Records: Until an employee leaves employment. DBS Spreadsheets are updated monthly.

School Governors: For duration of time as Governor.

Images and Videos: Website, notice and display boards, retained for up to 1 year after the child leaves school.

Images and Videos held electronically retained for up to 18 months after the child leaves school.

All other Image Consents, retained for up to 1 year after the child leaves school.

SECURE DISPOSAL at the end of all retention periods.

Visitor Information / Sign In: Updated yearly.

Accident and Incident Reporting:

Health and safety risk assessments - Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred.

Accident reporting records relating to individuals who are over 18 years of age at the time of the incident The Accident Book – BI 510 - 3 years after last entry in the book.

Accident reporting records relating to individuals who are under 18 years of age at the time of the incident The Accident Book – BI 510 - 3 years after last entry in the book.

Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see <http://www.hse.gov.uk/RIDDOR/> Date of incident + 3 years provided that all records relating to the incident are held on personnel file.

SECURE DISPOSAL at the end of all retention periods.

CCTV: 30 days.

Business Continuity: Until Employee leaves post.

your information will be securely disposed of once it is no longer required.

Your Rights

Under the UK General Data Protection Regulation and Data Protection Act 2018, you have rights as an individual including:

- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **Erasure** - you may request that we erase your personal data however, this may delay or prevent us delivering a service or continuing to deliver a service. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to not be subject to **Automated decision making and profiling**.
- The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: accesstorecords@pembrokeshire.gov.uk

Telephone: 01437 764551

Complaints or Queries

Gelliswick Church in Wales VC School endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Data Protection Officer
Leanne Prevel
Ysgol Gelliswick
Gelliswick Road,
Milford Haven
Pembrokeshire
SA73 3RQ

Email: admin.gelliswick@pembrokeshire.gov.uk

Telephone: 01646 692894

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way

Cardiff
CF10 2HH

Email: wales@ico.org.uk

Telephone: 0330 414 6421

Our Contact Details as Data Controller are:

Leanne Prevel
Ysgol Gelliswick
Gelliswick Road,
Milford Haven
Pembrokeshire
SA73 3RQ

Email: admin.gelliswick@pembrokeshire.gov.uk

Telephone: 01646 692894

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

Changes to this privacy notice

We keep our privacy notice under regular review.