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Annwyl Student

School Information Management Systems, Data Protection, and your rights

When you start at a new school you or your parent/guardian are asked to provide information about you. Your previous school may also send your records to the new school. This information is kept by the school, usually on the school's computerised administration system, and then used for a variety of purposes related to the running of the school and provision of your education.

Personal data collected and held in this way is treated confidentially and stored securely.

You have certain rights relating to this information; the Data Protection Act (1998) sets out those rights and protects you from misuse of the information held.

Details of the type of data held, who it is shared with and what it is used for are published by the school in a Fair Processing Notice, a copy of which is attached.

For additional information or advice contact the school.

For more information about data protection you can visit the Information Commissioner's office help line on 02920 448044 or visit www.ico.gov.uk.

Yr eiddoch yn gywir

**E J Thomas
Headteacher**

This leaflet tells you about what the National Assembly for Wales, **Newport Local Education Authority** (LEA) and Bassaleg School does with your or your child's personal and performance information (data).

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they go to a new school. They also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about examination and national curriculum assessment and test results.

The use made of this personal information

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at www.learning.wales.gov.uk or www.wales.gov.uk/statistics

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example:

- The provision of educational services to individuals;
- Monitoring and reporting on pupils' educational progress;
- The provision of welfare, pastoral care and health services;
- The giving of support and guidance to pupils, their parents and legal guardians;
- The organisation of educational events and trips;
- Planning and management of the school.

Organisations who may share personal information

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with:

- Other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- Bodies doing research for the National Assembly for Wales, LEA and schools so long as steps are taken to keep the information secure;
- Central and local government for the planning and provision of educational services;
- Social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils.
- Various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Personal information held

The sort of personal information that will be held includes:

- Personal details such as name, address, date of birth and contact details of parents and guardians;
- Information on performance in internal and national assessments and examinations;
- Information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- Details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- Medical information needed to keep pupils safe while in the care of the school;
- Information on attendance and any disciplinary action taken;
- Information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Other information

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- The right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- The right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- The right to ask for wrong information to be put right;
- The right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- In some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact:

- Your child's school on 01633 892191;
- Your LEA on 01633 656656;
- The National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ;
- The Information Commissioner's office help line can be contacted on 01 625 545 745
- Information is also available from www.ico.gov.uk/ - office in Cardiff address – Information Commissioner's Office – Wales, Cambrian Buildings, Mount Stuart Square, Cardiff CF10 5FL – telephone 029 2044 8044 – fax 029 2044 8045