



# Ysgol Gynradd Llanmartin Primary School

Waltwood Road

Newport

NP18 2HB

Tel. No: 01633 412660

Fax No: 01633 413672

Email: [llanmartin.primary@newportschools.wales](mailto:llanmartin.primary@newportschools.wales)

Website: <https://llanmartinprimary.co.uk/>

Follow us on Twitter: [@LlanmartinPrim](https://twitter.com/LlanmartinPrim)

Headteacher: Mrs V. J. Curtis,  
BEd (Hons), NPQH

## PRIVACY NOTICE

### How we use pupil information

We collect pupil information from you directly or via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### Why we collect and use pupil information

Our main legal bases for collecting and processing this information are:

- Legal obligation: the processing is necessary for us to comply with the law
- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions.

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

Occasionally we may also use this information where:

- you have given your explicit consent for us to process this personal information
- we need to protect your child's vital interests

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care, welfare and health services
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by Welsh Assembly Government



We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

The school uses CCTV to monitor the premises.

### **Categories of pupil information that we process:**

- Personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians;
- Information on any special educational needs;
- Information on performance in internal and national assessments and examinations;
- Information on the ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses);
- Details about children's and young people's immigration status (this is used only to prepare summary statistical analyses);
- Medical information needed to keep children and young people safe while in our care
- Information on attendance and any disciplinary action taken
- Information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person

### **Collecting pupil information**

Whilst the majority of pupil 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, we will inform you whether you are required to provide certain pupil information to us, or if you have a choice in this.

### **Storing pupil information**

Llanmartin Primary School keep information about you on computer systems and also sometimes on paper.

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know.

In accordance with guidance issued by the Local Authority regarding document retention, we ensure all records are retained for the appropriate time i.e. to comply with legal requirements e.g. date of birth plus 25 years for prime documents linked to safeguarding, SEN, Educational Psychology, School Admissions, EWS and 7 years for PLASC counts, class counts, SEN registers, School Action Plans, GEMS intervention referrals, admissions reports, school meals reports etc. after which they are safely destroyed.



Llanmartin Primary School adheres to the following retention periods for computer held personal data:

- Pupil home drives and mailboxes are retained for a period of 1 calendar year.
- Staff home drives and mailboxes are retained for a period of 5 calendar years.
- System and web filter logs are retained for a period of 1 calendar year with the exception of print logs which are held for a period of 1 calendar year and 1 month.
- CCTV Footage is retained for a period of 3 months.

We have a third-party arrangement with a catering partner to access information for school meal purposes. This information is held on a computerised system and is accessed by the catering staff but not shared.

Basic pupil information is retained on our SIMS system (School Management Information System) and retained for a period of 25 years.

Where data resides on third party systems e.g. Google Apps, contracts exist to ensure data security, integrity and retention periods match legislation with Llanmartin Primary School's in-house systems. All system backups are encrypted and are held in multiple, physically secure locations as part of the school's disaster recovery plan.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, are legally required to do so or the data is required for operational purposes.

Paper records are held in lockable cabinets. All visitors to site are asked to sign into an electronic visitor's access system. Control to areas where records are stored is restricted – pupils and visitors are not permitted to access any such area unless required and under the supervision of a staff member.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Other Schools or colleges that pupils attend after leaving us
- Our local authority (Newport City Council) and the Education Achievement Service (EAS)
- Welsh Assembly Government
- Aneurin Bevan University Health Board (school health checks)
- The Department of Education
- ParentPay
- SIMs
- Seesaw
- Edukey



- Twitter
- Evolve
- Residential Outdoor Education Centre
- Tempest
- SRS

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Assembly Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the Welsh Assembly Government (for example; PLASC and post16 data, go to <http://gov.wales/topics/educationandskills/schoolhome/schooldata>

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

### Your Rights

The Data Protection Act/GDPR gives you a number of rights. Please note that not all of your rights are absolute and we will need to consider your request upon receipt.

You have the right to request;

- to have your data rectified if it is inaccurate or incomplete.
- to have your data erased.
- to restrict the processing of your data.
- to exercise your right to data portability.
- to object to the processing for the purposes of direct marketing, profiling and automated decision making.
- The right to access

### Requests for Information

Under the UK GDPR, pupils/parents/families and carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Victoria Curtis @ [Llanmartin.primary@newportschools.wales](mailto:Llanmartin.primary@newportschools.wales) or via 01633 412660



We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Subject Access Requests will be dealt with within one month of the date of receipt by the school, unless additional evidence (ie ID) is required, then the date will be from the date the additional evidence is received.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Headteacher, Mrs Victoria Curtis or directly to the Information Commissioner's Office at:- <https://ico.org.uk/concerns/>

### **Data Protection Officer**

Data Protection Officer Llanmartin Primary School is the Data Controller and the Data Protection Officer is:

Digital Services Manager  
Newport City Council  
Civic Centre  
Newport  
NP20 4UR  
Email: [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)  
Tel: 01633 656656

### **School Contact Information**

Llanmartin Primary School: Tel: 01633 412660

[Llanmartin.primary@newportschools.wales](mailto:Llanmartin.primary@newportschools.wales)

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 24<sup>th</sup> September 2024.

