

# St. Martin's School

## Full Privacy Notice

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Headteacher: Mr. L. Jarvis

*The Data Protection Officer is contracted by the school to Caerphilly County Borough Council. You can contact the school Data Protection Officer on 01443 864049, or by email at [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)*

**Description of Privacy Notice:** This privacy notice will explain how St. Martin's School will process personal information about pupils and families.

## How we will use your information

### Source and type of information being processed

#### The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- biometric (finger print)
- attendance information (such as sessions attended, number of absences and absence reasons)
- behavioural information (such as exclusions, and any relevant alternative provision put in place)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- contact details, contact preferences, date of birth, identification documents
- performance in internal and national assessments and examinations, assessment information
- pupil and curricular records • details of any medical conditions, including physical and mental health
- details of any support received, including care packages, plans and support providers
- photographs
- CCTV images captured in school

# Source of the personal data

This information has been collected from:

- Pupils/families directly, (e.g. via registration forms at the start of the school year, school trip applications, etc)
- Other schools where a pupil has previously attended
- Caerphilly County Borough Council Education Directorate
- Caerphilly County Borough Council Social Services Directorate (if applicable)
- Aneurin Bevan University Health Board School Health Service If you would like further information on the source of this information, please contact the school.

## Your Obligations

Certain pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory due to a legal or contractual obligation (please see below), some if it is optional, and if this is the case you will be asked to give your consent.

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. The school will also outline any consequences should you decide not to provide information or to subsequently withdraw consent.

## Why do we collect and use your information

St Martin's School collects information about children and young people and their parents or legal guardians upon enrolment and at other key times during the school year. When children and young people transfer to the School, we may receive information from other schools and early years providers.

St Martin's School processes the information it collects to administer the education it provides to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;

St Martin's School collects information about children and young people and their parents or legal guardians when they apply for admission to St Martin's School. This data can be accessed by Caerphilly County Borough Council for the same reasons listed above.

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).

## We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for Welsh Government data collections
- to administer trips and activities, catering and free school meal management, which may include identity management/authentication using biometrics
- to support pupils to decide what they want to do after leaving school

## We use pupil photographs for:

- school displays
- celebrate success via our school's social media channels
- share best practice with staff or to other educational institutions
- promotional material, which may also include external companies we work with
- staff professional learning, which may include other schools and network meetings
- competitions with professional bodies
- meetings which may include whole the wider school community such as the governing body
- transition and whilst working with primary schools
- formatting of professional documents, setting images as backgrounds or headers
- lesson presentations or resources

## Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified.

Mandatory school processing of pupil information is covered by:

*6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

## The public task is provided by:

Education Act (1996/2002);  
Special Educational Needs Code of Practice for Wales (2002)

Optional processing of personal data is covered by the Article 6 condition:

*6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes*

For instance, St Martin's School will ask for your consent to publish or display photographs of your son/daughter on displays around the school, in newspaper or local magazine articles, and on our website and/or social media pages. You have the right to withdraw consent at any time. Please contact the school for further information.

Data Protection legislation provides extra protection for certain classes of information called 'special categories of personal data', which includes:

- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Political opinion
- Physical or mental health or condition
- Genetic data
- Biometric data (where used for identification purposes)
- Sexual life or orientation
- Trade union membership

Data Protection legislation also provides extra protection for personal data in relation to criminal allegations, proceedings, outcomes and sentences.

If any information falls within these definitions, additional conditions are required from Article 9 for special category data and Article 10 for personal data relating to crimes, taking into account additional provisions of the Data Protection Act 2018. If you have any questions in the meantime, please contact the school.

Article 9(2)(g) for special category data –  
*processing is necessary for reasons of substantial public interest on the basis of Union or Member State law; and Article 10 for criminal data – when the processing is authorised by Union or Member State law.*

The relevant Member State law is the Data Protection Act 2018, and this processing is covered by Schedule 1, Part II, 6(1).

This condition is met if the processing —  
(a) is necessary for a purpose listed in sub-paragraph (2), and  
(b) is necessary for reasons of substantial public interest.

(2) Those purposes are—  
(a) the exercise of a function conferred on a person by an enactment or rule of law;  
(b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

## Who will have access to your information?

Identity of Data Controller and Data Protection Officer

The Data Protection Officer is contracted by the school to Caerphilly County Borough Council.

You can contact the school Data Protection Officer on 01443 864049, or by email at [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

The school's Information Governance Lead is Mrs C Coakley, Senior Administrator.

## Details of main users of your information

The main users of your information will be St Martin's School

Details of sharing your information with other organisations

We may be required to share certain pupil information with specific organisations, but only with a clearly defined reason and an appropriate legal basis under data protection law.

We always ensure that the sharing of personal information is securely undertaken

<b>Organisation</b>	<b>Reason</b>	<b>Lawful Basis</b>
<b>School/College/Day Centre that the pupil subsequently attend</b>	<b>Continuity of education</b>	<b>Compliance with a legal obligation (Art 6 GDPR)</b>
<b>Caerphilly County Borough Council</b>	<b>To monitor education provision and research to inform policy and funding decisions</b>	<b>Compliance with a legal obligation (Art 6 GDPR)</b>
	<b>To provide IT support</b>	<b>Processing necessary for performance of a contract (Art 6 GDPR)</b>
	<b>To Provide Health and Safety Support</b>	<b>Processing necessary for performance of a contract (Art 6 GDPR)</b>
<b>Caerphilly County Borough Council</b>	<b>To defend insurance claims</b>	<b>Processing necessary for legitimate interests (Art 6 GDPR) and legal proceedings (Art 9 GDPR)</b>
	<b>To administer Special Educational Needs support</b>	<b>Compliance with a public task (Art 6 and 9 GDPR)</b>
	<b>For safeguarding purposes</b>	<b>Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 GDPR)</b>
	<b>To provide school-based counselling services.</b>	<b>Compliance with a public task (Art 6 and 9 GDPR)</b>
	<b>To administer catering service (i.e. dinner cards and cashless catering biometric fingerprint data)</b>	<b>Compliance with a public task (Art 6 and 9 GDPR)</b>
	<b>Provision of statistics to monitor education</b>	<b>Compliance with a legal obligation (Art 6 GDPR)</b>
<b>Welsh Government (further detail below)</b>	<b>Provision of statistics to monitor education</b>	<b>Compliance with a legal obligation (Art 6 GDPR)</b>

<b>Education Achievement Service</b>	<b>To share school information, benchmarking, target setting with the organisation to help raise education standards. This is information also provided to Governors</b>	<b>Compliance with a legal obligation or public task (Art 6 GDPR)</b>
<b>Aneurin Bevan University Health Board</b>	<b>To provide a school health service</b>	<b>Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)</b>
	<b>Safeguarding purposes</b>	<b>Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 GDPR)</b>
<b>Careers Wales</b>	<b>Information is shared in the following ways/circumstances: • Personal details/needs/abilities to support college applications • Pupil names and contact details when parents request contact from a Careers Advisor Most often, Careers Wales already have the pupil/family contact details</b>	<b>Compliance with a public task (Art 6 GDPR) under the Education Act 1997 (S44).</b>
<b>Therapy Intervention Services</b>	<b>Staff from other services (including social workers and doctors) working with a child so that a multi professional approach can be adopted for trying to understand problem behaviours and for risk management purposes</b>	<b>Compliance with a public task (Art 6 GDPR); public health (Art 9 GDPR)</b>

## Sharing information with Welsh Government

In addition, the Welsh Government receives information on pupils directly from schools normally as part of statutory data collections which consists of the following:

- Post-16 data collection
- Pupil Level Annual School Census (PLASC)
- National data collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection

In addition to the data collected as part of PLASC, the Welsh Government and Local Authorities also receive information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level which comes from Schools or Awarding Bodies (e.g. WJEC).

The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics). Further information on the Welsh Governments' use of personal data is set out within the Welsh Governments' Privacy Policy which is available here.

# Details of any external data processors

## **Capita SIMS (data management)**

**Student data processed: pupil name and contact details, parent name and contact details, emergency contact details, pupil attendance, any dietary or medical needs, and information regarding Special Educational Needs**

Capita SIMS is a Management Information System (MIS) used to store pupil information collected directly from parents/carers when a pupil joins the school. SIMS is hosted at a Microsoft Azure datacentre in the UK and data is encrypted at rest in cloud storage and as it travels across the internet or within networks.

<https://www.capita-sims.co.uk/gdpr> | <https://www.capita-sims.co.uk/privacy-notice>

## **EduKey, Safeguard My School (safeguarding)**

**Student data processed: pupil legal and preferred name, date of birth, gender, class, school, details of safeguarding concern**

EduKey, Safeguard My School is used by the school to record safeguarding concerns. Information is inputted onto a secure digital platform and a notification email is sent to the relevant person when the case is updated. This email does not contain any details of the incident or individuals involved and the professional receiving the email is required to log-in to review the data. <https://www.edukey.co.uk/privacy/> | <https://www.edukey.co.uk/gdprcompliance/> |

[https://www.edukey.co.uk/wpcontent/uploads/GDPR\\_Summary.pdf](https://www.edukey.co.uk/wpcontent/uploads/GDPR_Summary.pdf)

## **CCTV (public monitoring)**

**Student data processed: Full Name, DOB, Form, Year Group**

CCTV is used both inside and outside the school to ensure the safety of all staff, pupils, and visitors. The school CCTV is monitored by St. Martin's School and data is stored in St. Martin's School.

<https://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedomof-information/Privacy-notice>

## **Thrive Online (emotional/social development support)**

**Student data processed: pupil names, class, dates of birth**

GL Assessment is used by the school for English, Reading and Maths assessments. We share information in order for assessments to be standardised. Passwords are changed every 6 months to safeguard users. Any access to the data by the company is tracked and a detailed audit log maintained together with the reasons for access.

## **GL Assessment (pupil assessment)**

**Student data processed: pupil names, class, dates of birth**

GL Assessment is used by the school for English, Reading and Maths assessments. We share information in order for assessments to be standardised. Passwords are changed every 6 months to safeguard users. Any access to the data by the company is tracked and a detailed audit log maintained together with the reasons for access.

<https://www.gl-assessment.co.uk/support/privacy-policy/> |

<https://www.gl-assessment.co.uk/media/286590/data-policy-apr-2018.pdf>

## **Evolve (risk assessments)**

**Student data processed: Full Name, DOB, Form, Location**

Evolve assists the school in risk assessing school trips for staff, visitors, and pupils. Data is stored in databases within the United Kingdom and each server has Proactive Threat Monitoring to detect any intrusion attempts.  
<https://evolve.edufocus.co.uk/evco10/privacy.asp> | <http://edufocus.co.uk/pages/evolve/gdpr.asp>

### **Edukey Class Charts (behaviour management)**

**Student data processed: UPN, pupil name, gender, date of birth, class, parent/carer name and contact details.**

Edukey Class Charts is used to track how students progress over the school day with real time lesson attendance information and helps the school to reward positive behaviour with achievement points. The app allows parents/carers to view their child's progress. All data is encrypted when stored on Google Cloud servers in the UK and when it travels across the internet. <https://www.edukey.co.uk/privacy/> | <https://www.edukey.co.uk/gdprcompliance/> | [https://www.edukey.co.uk/wpcontent/uploads/GDPR\\_Summary.pdf](https://www.edukey.co.uk/wpcontent/uploads/GDPR_Summary.pdf)

### **Edukey Provision Mapping (intervention)**

**Student data processed: Full Name, DOB, Form, Need**

Edukey is used to support the school with learning plans and implementing the Assess – Plan – Do – Review approach from the SEND Code of Practice. The software helps to map out interventions and track the individuals linked to each case. The company routinely carry out vulnerability and penetration testing on their platforms and restrict access to personal data. <https://www.edukey.co.uk/privacy/> | <https://www.edukey.co.uk/gdprcompliance/> | [https://www.edukey.co.uk/wpcontent/uploads/GDPR\\_Summary.pdf](https://www.edukey.co.uk/wpcontent/uploads/GDPR_Summary.pdf)

### **Google for Education (learning support/communications)**

**Student data processed: Full Name, DOB, Form, Email Address, Work**

Google for Education (i.e. Gmail, Google Drive, Docs/Sheets/Slides) is used by the school to create assignments, communicate with students through a school-wide email system for teachers, provide feedback on student work, and track student progress within classes. Data is encrypted and information is stored securely within UK Data Centres. Google monitor staff access controls and there is a strict security monitoring program in place to detect any unauthorised access to the network or by employees. <https://cloud.google.com/security/gdpr/resource-center/>

### **HWB (national assessments/additional services)**

**Student data processed: pupil names, year groups, assessment data**

HWB is a Welsh Government digital learning website. It allows learners access to Microsoft packages and various other software. Hwb is linked to Captia SIMS and extracts information. All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform due to mandatory reading and numeracy tests.  
<https://hwb.gov.wales/privacy>

### **RM**

**Student data processed: Name, Form, DOB, Email Address, School Work**

RM manages the schools network, it has access to all the information on pupil school work, data, results and registers. Any personal information provided to RM will be held within the European Economic Area.

<https://www.rmplc.com/pdf/web/viewer.html?file=/~/media/PDFs/RMP/c/Privacy-and-cookies/RM-plc-privacy-policy.pdf>  
<https://www.rmplc.com/>



## **CRB Cunninghams**

**Student data processed: Name, Form, DOB, Biometrics, Food Records**

Cunninghams provides a cashless catering system which is flexible and manages pupil identification methods to online payments. Pupils can go to any till point to choose lunch and pay. The system generates daily, weekly or monthly reports, the school has access to reports on meals consumed, overdue accounts and food wastage.

<https://www.crbcunninghams.co.uk/mint-project/uploads/953895657.pdf>

<https://www.crbcunninghams.co.uk/mint-project/uploads/940428611.pdf>

<https://www.crbcunninghams.co.uk/mint-project/uploads/269504339.pdf>

## **Parent Pay**

**Student data processed: Name, Form, DOB, Email Address, Parent / Carer Name, Address, Payment Records for Educational Visits and Uniform**

Parent Pay collect payments for meals, clubs, trips and uniform. Parents can securely pay for school items online at a time convenient for them. <https://www.parentpay.com/parentpay-and-gdpr/> <https://www.parentpay.com/privacy-policy/>

**Details of transfers to any countries outside of the European Economic Area**

## **Twitter (celebrating success)**

**Student data processed: pupil name, pupil photograph/video, class, school Twitter** is a social media website used to celebrate pupil success, activities in school, and provide parents/carers with up to date information. We will always seek consent before publishing images or videos alongside a child's name. <https://twitter.com/en/privacy>

# Requests for information

All recorded information held by the school may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation (General Data Protection Regulations 2016 and Data Protection Act 2018).

If the information you provide is subject to such a request, where possible, the school will consult with you on its release. If you object to the release of your information, we will withhold your information if the relevant legislation allows.

# How long will we retain your information

## **Details of retention period**

We hold pupil data securely for the set amount of time documented in our data retention schedule.

## **Marketing**

The school advertises places directly to prospective parents and to advertise it's 6th form. However, there is never personal data involved and this is never directed at an individual.

Details

## **Details of marketing**

You have consented to your contact details being used for marketing purposes. You have been provided with details of the marketing that the school would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the school.

# Your Rights (including Complaints Procedure)

## Your rights under the Data Protection Act 2018

Data Protection laws give data subjects (those who the information is about) a number of rights, which include:

- **Right to be informed** how personal data is collected, stored, managed, protected, and processed.
- **Right of access** to request a copy of personal information held by yourself. However, please be aware that information can sometimes be legitimately withheld.
- **Right to rectification** of inaccurate or incomplete personal data.
- **Right to erasure** here you have the right to have your personal data erased in certain circumstances. This does not include any personal data that must be retained by law
- **Right to restriction**, which allows you to limit the way we use your personal data in some circumstances
- **Right to portability** gives an individual the right to receive copies of data provided to a controller in a portable format
- **Right to object** to the processing of one's personal data; and the final one is the
- **Rights in relation to automated decision making and profiling.**

Children and young people have certain rights under data protection legislation, including a general right to be given access to personal data held about them by an organisation. A child or young person is normally deemed to be mature enough to understand their rights of access from the age of 12 years or over. Therefore, the child or young person should either submit an information request themselves directly to the school, or provide a letter of authority to give a third party (i.e. a parent or carer) consent to act on their behalf. A parent requesting information on behalf of a child would need to provide proof of ID and Parental Responsibility.

To enact your rights, please contact St Martin's School as detailed at the top of this document. A copy of any individual right request and your response will be kept for 3 years

## Complaints Procedure

If you are unhappy with the way that the school has handled your request / information, you have the right of complaint. Please contact St Martin's School outlining your concerns in the first instance. The Data Protection Officer is contracted by the school to Caerphilly County Borough Council. You can contact the school Data Protection Officer on 01443 864049, or by email at [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act in the UK, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities. Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

## Summary Privacy Notice

**Contact Details:** 01443 864049, or by email at [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

# How we will use your information

St. Martin's School processes personal information about pupils and their families to support pupil learning and monitor attainment, to provide pastoral care, and to keep children safe. We also process personal information to meet the statutory duties placed upon us by Welsh Government, to administer optional school trips and activities, and to deliver the school catering service.

The school takes its responsibilities under data protection law very seriously, and will store and use all personal information securely, disposing of it when no longer required. Personal information may be shared securely for clear purposes with other organisations such as Caerphilly County Borough Council, Welsh Government, or other external partners e.g. other Local Authorities, Health Boards, Careers Wales and Special Educational Needs Tribunal Wales that provide a service to pupils/families. You have a number of rights in relation to your personal information, including the right of access to information and the right of complaint.

For further information on how we process your information and your rights please navigate to our website:

<https://www.stmartins.caerphilly.sch.uk>