

**Ysgol Maes Hyfryd**  
**PRIVACY NOTICE FOR PARENTS AND**  
**GUARDIANS**



**How we use your information**

Where necessary we use personal information to:

- Provide education and support services
- Administration
- Maintain our accounts and records
- Carry out Fundraising
- Biometric data for Cashless Catering, and Library Management
- CCTV to monitor visual images for security , the prevention and detection of crime

**We collect and use the following types of information:**

- Name & personal details including contact details
- Family & life style
- Financial Details
- Student records
- members of school boards
- donors or potential donors
- Visual images, personal appearance and behaviour

**We may also collect and use the following special category information:**

- Physical or Mental Health
- Racial or ethnic information
- Religious or other beliefs
- Trade Union Membership
- Offences or alleged offences

**We collect this information from:**

- You or partner organisations such as Flintshire County Council

**Where necessary or required we may share information with (only the minimum personal information will be shared):**

- Education training and examining bodies
- School staff and the Governing Body
- Family, carers and associates
- Healthcare professionals
- Social and welfare bodies
- Local Authorities
- Welsh Government
- Police Forces

- Courts
- Business Associates
- Financial Organisation
- Security Organisations
- Press and Media

### **Transfers:**

Information is not transferred out of the country however some information may be stored on Cloud Servers based in the EEA.

### **The Lawful Basis for collecting information:**

Information is collected on the basis we have a legal obligation to provide education service (Article 6(1)(b) General Data Protection Regulation. The task we carry out is a public task in the public interest Article 6(1)(e,)

Fundraising Activities are carried out with your consent - Article 6(1)(a), or when we have a legitimate interest - Article 6(1)(f).

### **We apply the following principles where we use personal information:**

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes ('purpose limitation');
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary ;
- processed in a manner that ensures appropriate security of the personal data.

### **Your Rights**

The Regulation recognises 8 rights dependant on the lawful basis for processing:

- Right to be informed
- Rights of access
- Right to rectification
- Right to erasure
- Right to restrict
- Right to Portability
- Right to object
- Rights over automated decision making & profiling

This notice forms part of your right to be informed. Where information is used under Public Task you have the right to be informed, the rights to object a rectify

Under Consent all 8 rights are valid.

## How long do we keep your information?

We only keep your information as long as necessary education records are transferred to other schools when necessary. All information is retained in accordance with the IRMS toolkit for schools [www.irms.org.uk](http://www.irms.org.uk)

Data Protection Officer Welsh Government Cathays Park CARDIFF CF10 3NQ		Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Email Data.ProtectionOfficer@gov.Wales		Wales helpline: 029 20678400 <a href="http://www.ico.gov.uk">www.ico.gov.uk</a>
Ysgol Maes Hyfryd Data Protection Officer GDBR Consultancy Ltd David Bridge david@gdbr.co.uk		Helen Millard, Head Teacher Ysgol Maes Hyfryd Tel: 01352 792720