

Cyfarthfa High School Privacy Notice – Prospective Pupil Data Capture Form

This notice has been written in accordance with the General Data Protection Regulations and relevant legislation.

Information Governance Team

Lisa Richards - Data Protection Officer

Sam Bishop - Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Data.Protection@merthyr.gov.uk

01685 725000



Cyngor Bwrdeistref Sirol
MERTHYR TYDFIL
MERTHYR TYDFIL
County Borough Council

Date Created:
Responsible Officer:
Address:

25 May 2018
Mrs Helen Canney
Mari Dwn, Queen's Rd, Merthyr Tydfil CF47 0LS



This privacy notice provides information on how Cyfarthfa High School collects and processes the personal data of our future pupils. Throughout the remainder of this notice Cyfarthfa High School will be identified as the School. The School collects personal information of future pupils in order to help us plan for the new September intake, this takes place prior to receiving the official admission forms from the Local Education Authority, Merthyr Tydfil County Borough Council.

The information is collected using a green form which is given to our local primary schools to distribute to their year 6 pupils. Parents are responsible for completing the form. Completed forms are delivered to the School for assessment either by the parent or the Transitions Officer. Parents submit these forms on a voluntary basis. It is not a compulsory requirement and will not guarantee the pupil a place within the School.

It is important that you read this privacy notice together with our Privacy Standards Policy and full privacy notice which contains more detailed information about our data processing and can be accessed on our website.

1. IMPORTANT INFORMATION AND WHO WE ARE

Cyfarthfa High School, the School, is the controller and responsible for your child's personal data that is captured within the form, once it has been received. Cyfarthfa High School has appointed a Data Protection Officer who can be contacted using the following details:

Mrs. Lisa Richards (Data Protection Officer)

Address:	Information Governance Team Merthyr Tydfil County Borough Council Civic Centre Castle Street Merthyr Tydfil CF47 8AN	Email: data.protection@merthyr.gov.uk Tel: 01685 725000 Fax: 01685 725060
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2. THE DATA WE COLLECT ABOUT OUR FUTURE PUPILS

We may collect, use, store and transfer different kinds of personal data about our future pupils as follows:

- Identity and contact data - we ask for basic identity information in order to identify what pupils wish to attend the School. We also ask for the pupils address in the event that the parents wish to receive our prospectus or if they wish for us to contact them regarding the activities of the school.
- Location data - we ask for the pupil's current place of primary education so that we can identify whether the pupil is attending a feeder school or not.
- Health Data - we ask for basic information regarding whether the pupil is subject to an SEN/ALN statement.

We explain how we use these categories of data and the method used to collect data about our future pupils within this notice.

3. HOW WE USE YOUR PERSONAL DATA

We will only use the future pupil personal data in order to plan for the September intake. We aim to receive this information several months in advance in order for us to accurately prepare classes and make provisions for appropriate support within the year group.

We have a constant focus on high quality teaching and learning and strive for continuous improvement in all we do. We aim to provide every pupil with the best education possible with the opportunity to develop academically, personally, socially, physically and intellectually to their full potential and according to their own abilities and aspirations. This is derived from the Welsh Governments Action Plan titled Education in Wales: Our National Mission 2017-2021.

We will only use your personal data when the law allows us to. The school has a duty to ensure that we have sufficient capacity to allocate a place all pupils wishing to attend the School. Therefore in accordance with the Welsh Government Circular: Measuring the Capacity of Schools in Wales we request these details to ensure we remain compliant with these obligations. For detailed information regarding our compliance with the Data Protection Legislation please read our full privacy notice available from the school or our website.

You are not required to submit the Prospective Pupil Data Capture Form. However if you fail to complete the form we may miss calculate our capacity and as such be unable to allocate all future pupils with a place.

4. HOW WE SHARE YOUR PERSONAL DATA

We will not share the information captured in the forms with any other agency or organisation. The processing of this information takes place within the school. We will not transfer any of the information collected within the Prospective Pupil Data Capture Form to any data processor or data controller based outside of the European Economic Area.

5. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Under certain circumstances, by law you have the right to:

- Request access
- Request correction
- Request erasure.
- Object to processing
- Request the restriction of processing
- Request the transfer

These rights are detailed in our full privacy notice. You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues:

Information Commissioner's Office (Wales)
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Tel: 029 2067 8400
Fax: 029 2067 8399
Email: casework@ico.org.uk

6. FURTHER DETAILS

If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing basis, please access our full privacy policy.