

Your information



Why the Local Authority and school need it and what we do with it

Your data matters

We live in a world where data and other Information about us is needed to make things happen. When you join a club or team, visit a website, search for something to buy or use social media or send an email, you will share some of your personal data like your name, address and date of birth.

Sharing data helps make life easier and more convenient, but it belongs to you and it is important you understand how it is used and that it stays safe. Data protection law makes sure everyone's data is used properly and legally.

What information do we need?

The Local Authority and schools have to get information about you to make sure you are safe and help make sure you get a good level of education. The information we get about you includes:

- * Personal details like your name, address, date of birth;
- * Your attendance at school and any actions taken to help you with problems;
- * Any extra support you need to help you learn;
- * Any support you get from social care services;

Your school tests and exam results.

This information helps us to know who you are and what you need.



The Local Authority and schools will only keep this information for a set time and then it will be destroyed. There are set rules to tell us how long this information can be kept.

We keep information that does not contain your personal details to study for as long as we need to.



The Local Authority and schools collect Information.

Information such as:

- * The number of students in a school;
- * Attendance records;
- * Exams and test results
- * How many young people are educated other than at school;
- * What young people choose to do after they are 16.

The Local Authority and schools also collect personal information.

The personal information might be:

Your name; Address; Date of Birth;
 Parents / carers names.

This makes sure people know who you are and what you need.

How do we use your information?

We use information in different ways; We use it to keep you safe. We keep information such as:

Parents or carers name and contact details;

Medical needs.

This helps us make sure you are safe when you are in school.

We study the information to:

Make sure you get a good education;

Understand if you need any extra support;

Safeguard and protect you.



Your rights

You have the right to:

- * See the personal information we have about you;
- * Ask us not to share your information, but not if we need to share to support you or keep you safe;
- * Ask us to change information if it is wrong;
- * Ask us to remove information from our systems (in some circumstances).



If we share your information

If we share your personal information we have to keep it safe and explain who we are sharing it with. We only share information which contains personal details with organisations listed in the regulations. The list includes:

- * A new school, college or learning provider you are attending;
- * Careers Wales;
- * Welsh Government.

We also share some information which does not contain personal details. We share it with organisations we have asked to study it for us. They do this:

- * To help us plan for the future;
- * To let us know how our schools are performing;
- * To set targets;
- * They must delete the information after they have studied it.

What the law says about sharing your information.

A new law, the General Data Protection Regulation (GDPR), tells us how to keep personal information safe and gives you more control over your personal information and how it is collected. It makes sure that anyone collecting your information has to:

Explain why it is needed;

Tell you what they will do with it;

Ensure they keep your information safe;

Destroy it when it is no longer needed.

You can complain if you think we are not respecting your rights. There is an Information Commissioner's Office (ICO) who will help you.

You can contact:

Information Commissioner's Office – Wales

016 2554 5297 or 0303 123 1113

wales@ico.org.uk

