

Fair Processing Notice: What the School, Local Authority and Government do with Information they hold on Pupils.

Subject:

This leaflet tells you what the Welsh Government, Denbighshire Local Authority (LA) and your school do with your or your pupil's personal and performance information (data).

The collection of personal information:

The school collects information about pupils and their parents or legal guardians when they go to a new school; they also collect information at other times during the school year and information is also received from other schools when pupils transfer.

The LA and Welsh Government will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LA and Welsh Government receive information about exam and national curriculum assessment and test results.

The use made of this personal information:

The **Welsh Government** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at <http://wales.gov.uk/topics/educationandskills> or www.wales.gov.uk/statistics

The **LA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Organisations who may share personal information:

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with:

- other education and training bodies, including schools and colleges, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Government, LA and schools, for example Careers Wales, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;

