



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
- 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 where we have a legitimate interest

Article 6(1)(f)

We apply the following principles where we use personal information

- (a) processed lawfully, fairly and in a transparent manner
- (b) collected for specified, explicit and legitimate purposes ('purpose limitation');
- (c) adequate, relevant and limited to what is necessary
- (d) accurate and, where necessary, kept up to date;
- (e) kept in a form which permits identification of data subjects for no longer than is necessary
- (f) 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

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 www.ico.gov.uk
Elfed High School Data Protection Officer GDBR Consultancy Ltd David Bridge david@gdbr.co.uk	Mr Alistair Stubbs Headteacher Elfed High School Mill Lane Buckley Flintshire CH7 3HQ