



# **CASTELL ALUN HIGH SCHOOL**

**PRIVACY NOTICE FOR PARENTS, CARERS AND  
EMPLOYEES**

## **PRIVACY NOTICE**

### **How we use your information**

This document provides information about how the school will use personal data about students, parents, carers and employees. Where necessary we use personal information for:

- Providing education and support services
- Administration
- Maintenance of accounts and records
- Carrying out fundraising and events
- Providing biometric data for cashless catering and Library Management services
- CCTV to monitor visual images for security, the prevention and detection of crime and safeguarding

We may also collect and use the following types of information :

- Names and personal details including contact details
- Family and lifestyle
- Financial details
- Student records
- Members of the school Governing Body
- Visual images, personal appearance and behaviour

We may also collect and use the following special category information

- Details of any medical conditions, including physical and mental health
- Racial or ethnic information
- Religious or other beliefs
- Trade Union Membership (employees only)
- Offences or alleged offences

We collect this information from you and our partner organisations such as Local Authorities and Primary Schools.

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

- Education training and examination boards
- 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 organisations

- 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 EEU.

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

Information is collected on the basis that we have a legal obligation to provide an 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) It is processed lawfully, fairly and in a transparent manner
- b) It is collected for specified, explicit and legitimate purposes ('purpose limitation')
- c) The information is adequate, relevant and limited to what is necessary
- d) It is accurate and, where necessary, kept up to date
- e) It is kept in a form which permits identification of data subjects for no longer than is necessary
- f) It is processed in a manner that ensures appropriate security of the personal data

### **Your Rights**

The Regulation recognises eight rights dependant on the lawful basis for processing

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict
- Right to portability
- Right to object
- Rights over automated decision making and 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 and to rectify.

Under Consent all eight 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 where 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  
Email : [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)

School Data Protection Officer:  
David Bridge,  
GDBR Consultancy Ltd.  
[David@gdbr.co.uk](mailto:David@gdbr.co.uk)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Wales Helpline : 029 20678400  
[www.ico.gov.uk](http://www.ico.gov.uk)

School email address : [main@castellalun.flintshire.sch.uk](mailto:main@castellalun.flintshire.sch.uk)  
[www.castellalun.com](http://www.castellalun.com)